



The Corporation of the Township of Nipissing
45 Beatty Street
Nipissing ON P0H 1W0
Telephone 705-724-2144 Fax 705-724-5385
www.nipissingtownship.com

The Corporation of the Township of Nipissing

The Corporation of the Township of Nipissing will receive Applications for a temporary full-time Office Assistant to cover a maternity leave.

Commencing December 11, 2023, the Municipality has a minimum 12-month, full-time contract position for a qualified person to assist Municipal Staff with administration duties for the Municipality.

The Applicant will be required to have computer skills, and experience in general office and clerical matters. Preference will be given to a person with a college diploma in Office Administration and accounting related experience.

Qualified Applicants are invited to submit an Application together with a detailed resume of job and educational experience including references.

Applications are to be received at the Township office by 4:00 p.m. Thursday, November 30, 2023 addressed to the undersigned.

Kris Croskery-Hodgins, Municipal Administrator
Re: Confidential – Office Assistant Application
The Corporation of the Township of Nipissing
45 Beatty Street, GD
Nipissing, ON P0H 1W0
admin@nipissingtownship.com

We thank all applicants for their interest however, only those selected to be interviewed will be contacted.