

**The Corporation of the Town of Blind River
Requires an
Administrative Assistant - Tourism**

Blind River is a vibrant and prosperous town that has established itself as a year-round destination and ideal community in which to live and do business. With our friendly atmosphere and year round recreation possibilities, Blind River will provide you with the opportunity to experience and live in a community with all the charms of a 'small town'.

Blind River is seeking an energetic and highly motivated individual to join our team.

This position reports to the Director of Facilities and Community Services and works with excellent municipal staff.

The successful candidate must demonstrate exemplary interpersonal, organizational and communication skills and be capable of working independently and as part of a team.

The ideal candidate should possess:

- Completion of Secondary School
- Ability to adhere to strict deadlines
- Minimum one-year experience working with point of sale, visa, and debit
- Advanced customer service skills
- Demonstrated tact, diplomacy and sound judgement skills
- General knowledge of tablets, smartphones and social media
- Bilingual preferred

Wage: \$24.51 per hour for 35 hours per week. In addition, the Town of Blind River offers an employee benefits program and OMERS retirement plan.

A detailed job description is available from the undersigned or by visiting our website at www.blindriver.ca

Qualified applicants are encouraged to submit a letter of interest clearly marked Administrative Assistant - Tourism by 3:00 p.m., March 7, 2024.

Kathryn Scott
CAO/Clerk
11 Hudson Street, P.O. Box 640
Blind River ON P0R 1B0
info@blindriver.ca
Phone: 705-356-2251 Fax: 705-356-7343

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

The Town of Blind River is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Blind River Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under authority of the Municipal Act and will only be used for candidate selection.

A Criminal record check will be required from the successful applicant.