



## **Township of Ryerson**

### **Employment Opportunity**

### **Administrative Assistant**

The Township of Ryerson, with a population under 1,000, is a picturesque, rural municipality situated just west of Highway 11, half an hour north of Huntsville, Ontario.

As part of our succession planning, the Township is seeking a versatile, personable individual to fulfil the role of Administrative Assistant, who will assist the municipality in efficiently delivering services that will facilitate the growth, resilience, and sustainability of the community. This position is responsible for providing a variety of administrative support services to the CAO/Treasurer and Clerk. The successful candidate will be trained for future promotional opportunities.

This is a full-time position, at 37.5 hours per week. Overtime may be required on occasion. The salary range for the position is \$25.62 to \$32.03 per hour. The Township offers a comprehensive benefits package and enrollment in the OMERS pension plan upon successful completion of the probationary period.

A detailed job description is available at the Ryerson Township municipal office or at [www.ryersontownship.ca](http://www.ryersontownship.ca).

Interested applicants are invited to submit a cover letter and detailed resume referencing 'Administrative Assistant' no later than:

**November 13, 2023 at 11:59 p.m.**

To:

Brayden Robinson, CAO/Treasurer  
28 Midlothian Road  
Burks Falls, Ontario P0A 1C0  
Phone: 705-382-3232  
[treasurer@ryersontownship.ca](mailto:treasurer@ryersontownship.ca)

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Township of Ryerson is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.