The Corporation of the Municipality of Morris-Turnberry

Administrative Assistant

The Municipality of Morris-Turnberry is a rural municipality in the north-east corner of the County of Huron, with a population of approximately 3,500 residents. Featuring rich farmland and commercial and industrial developments, the municipality prides itself on being a great place to live, play and work. To learn more visit: www.morristurnberry.ca

The Municipality of Morris-Turnberry and the Township of North Huron are in shared service agreement for the building department and drainage department, which has been operating successfully for over two years. The two rural municipalities include the Town of Wingham, Villages of Bluevale and Blyth and the Hamlets of Belgrave, Belmore and Walton.

The Municipality of Morris-Turnberry has an opening and will be accepting applications for a permanent part-time position of ‘Administrative Assistant to primarily report to the Chief Building Official/Drainage Superintendent’.

Duties will include but are not limited to:

- Performing clerical and secretarial duties for the Building and Drainage Departments.

The qualifications and job description for the position are available for review on the Morris-Turnberry website:
www.morristurnberry.ca

Morris-Turnberry offers a competitive remuneration package.
Should you be interested in this position, please submit your resume and cover letter in confidence by 4 pm Wednesday March 13th, 2019 in person or via e-mail or regular mail to:

Nancy Michie Administrator Clerk-Treasurer
41342 Morris Road PO Box 310,
BRUSSELS, ON NOG 1H0 Telephone 519-887-6137 Ext 21
Email: nmichie@morristurnberry.ca

This advertisement will be an internal/external posting.
We thank all applicants for their interest in this position; however only those selected for an interview will be contacted.
In accordance with the Municipal Freedom of Information and Protection Act, personal information is collected under the authority of the Municipal Act and will be used only for the purpose of candidate selection.