

## MEETINGS OF COUNCIL

**Tuesday, August 7, 2018.**

7:00p.m Policy Review Committee followed by Council.

## WASTE COLLECTION - CIVIC HOLIDAY – AUGUST 6, 2018

Due to the Civic Holiday, garbage & recycling collection will occur on Tuesday August 7, 2018.

For more information about garbage & recycling collection in the Town of Carleton Place, please visit our website, [www.carletonplace.ca](http://www.carletonplace.ca) or download the free Carleton Place Waste Solutions App from the Google Play Store or the Apple App Store to receive information & reminders about waste and recycling collection.

## EMPLOYMENT OPPORTUNITIES

### Receptionist – Accounting Assistant

The Town of Carleton Place is seeking an individual to fill the full-time permanent position of Receptionist – Accounting Assistant.

**Summary:** Provides administrative and clerical support and is responsible for reception duties, receiving and processing payments, general office duties and processing accounts receivable.

**Qualification/Experience:**

1. Post-secondary diploma with an emphasis in office administration, accounting or a related field;
2. Three to six months of customer service experience including the ability to respond to and calm difficult customers;
3. Experience with Microsoft Office programs particularly Word, Excel and Outlook;
4. Experience using Diamond/Great Plains financial

software would be considered an asset

5. Demonstrated ability to maintain a professional demeanor and confidentiality when handling public enquiries, multiple demands and complaints;
6. Demonstrated exceptional communication skills (both written and verbal);
7. Understanding of basic cash handling and general accounting principles and practices; and
8. Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands, and meet deadlines.

The 2018 salary range is \$38,888 - \$45,750 based on a 36.25 hour work week. A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 11:00 AM Friday, August 10, 2018 quoting "Receptionist-Accounting Assistant" Attention Human Resources by:

**Mail:** Town of Carleton Place **Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
**Attn:** Human Resources **Facsimile:** 613 257 8170  
175 Bridge Street  
Carleton Place, ON K7C 2V8

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

### Building Inspector/Plans Examiner – Casual/On Call

The Town of Carleton Place is seeking an individual for Building Inspector/Plans Examiner – Casual/On Call.

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca) Interested applicants are invited to submit an application in confidence by 11:00 AM Friday, August 10, 2018 quoting "Building Inspector/Plans Examiner – Casual/On Call", Attention Human Resources by:

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## FRESH AIR FITNESS AT RIVERSIDE PARK!

The Recreation and Culture Department is pleased to partner with Heritage Community Fitness and To The Mat Yoga to present six weeks of free fitness classes on Saturday mornings!

Meet us behind CPHS at the Basketball Courts at 9:00am for the following classes:

- August 11 - Yoga with Perry
- August 18 - Zumba with Isabel
- August 25 - Yoga with Catherine

No registration necessary! Please ensure you wear comfortable clothing and running shoes!

For more information please contact: Jessica Hansen (613)257-1704