

Tuesday, March 10, 2020

7:00 p.m. Council

Followed by: Committee of the Whole

EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill a contract (minimum 6 months) position of Receptionist – Accounting Assistant. The incumbent will work two days per week (Tuesday is mandatory) but may work additional hours based on the needs of the department.

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.

A detailed job description is available on the Town's website at www.carletonplace.ca/employmentopportunities

The 2020 salary range is \$21.04 - \$24.14 per hour.

Interested applicants are invited to submit an application in confidence by 11:00 AM Wednesday, March 18, 2020 quoting "Contract Receptionist-Accounting Assistant" Attention Human Resources by:

Mail: Town of Carleton Place **Email:** 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.

PUBLIC NOTICE FACILITY/ASSET NAMING

The Town of Carleton Place is currently accepting applications for the naming of the following municipal assets:

1. Parkland - 200 Bridge Street – site of the Roy Brown Statue
2. Neighbourhood Park – Olympia Subdivision – Dunlop Road

Application forms are available on-line at www.carletonplace.ca. Applications may be submitted by mail, hand or by e-mail no later than 4:00 p.m. on Thursday, March 26, 2020 to the following:

Stacey Blair, Clerk
The Town of Carleton Place
175 Bridge Street
Carleton Place, Ontario
K7C 2V8
sblair@carletonplace.ca

REQUEST FOR PROPOSALS PROFESSIONAL (ARCHITECTURAL / ENGINEERING) SERVICES FOR RENOVATION AT THE CARLETON PLACE PUBLIC LIBRARY

Deadline for submissions is 12 o'clock noon on Monday, March 16, 2020. Copies of the RFP providing additional information can be located on the Municipality's website www.carletonplace.ca. Any firms interested in submitting a proposal are requested to notify Meriah Caswell, Manager of Library Services by email at mcaswell@carletonplace.ca to allow for any RFP addendums that may be issued to be forwarded to interested firms.

CARLETON PLACE SIGN-UP NIGHT!

Thursday, March 12, 2020

6:30pm – 8:00pm Carleton Place Arena

Looking for fun things to do this Spring/Summer in Carleton Place? Check out some of the many great organizations that offer programs/classes/activities in Carleton Place! Meet the instructors, have your questions answered, and sign up!

To see a full list of participating organizations, please visit: <https://www.facebook.com/events/823120078153669/>