



THE TOWNSHIP OF CRAMAHE REQUIRES A RECEPTIONIST/CASHIER

(Maternity Leave up to a Maximum of 1 Year)

Reporting directly to the Treasurer, the Receptionist Cashier is a key part of the Finance Department.

Duties and Key Responsibilities:

- Reception – respond to public inquiries both in person and on the phone
- Accept municipal payments for property taxes, dog tags, etc.
- Assist in the maintenance of departmental files and records
- Type correspondence, reports and form letters
- Assist with general clerical duties including distribution of mail, filing, photocopying and faxing
- Other duties may be required

The preferred candidate should have:

- Grade 12 education and some postsecondary training in office or business administration or AMCT designation would be an asset
- Excellent oral and written skills, congenial attitude and exceptional customer service skills in order to provide effective communication with the general public, vendors and staff is essential.
- Demonstrated knowledge in computer applications including Microsoft Office and Excel
- An ability to work in an environment with changing deadlines and priorities
- Previous municipal and/or financial experience in a comparable position will be considered an asset.

Salary: Grade 4 of the Collective Agreement - \$18.90 per hour - \$22.56 per hour

Interested candidates should submit a resume no later than 4:30 pm on Friday November 14, 2014 to:

Office of the Treasurer
Township of Cramahe
P.O. Box 357, 1 Toronto Street
Colborne, Ontario K0K 1S0

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. We thank all applicants for their interest, however, only those under consideration will be contacted. The Township of Cramahe is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation.

NORTHUMBERLAND TODAY NOV. 6/14

The Royal Canadian Legion Br. 187

PRESENTS

The Colborne Cramahe Santa Claus Parade



November 22nd, 2014 @ 7pm

Santa will be in the square to greet the children, following the parade!

Theme: Canadian Christmas



Contact Tracey Loveless @ 905-355-3488

Or

Email: colbornecramahesantaparade@hotmail.com



KEELER CENTRE PUBLIC SKATING TIMES

Public Skating Times

Monday's

5pm - 6:20pm

Wednesday's

4pm-5:20pm

Parents, Tots & Seniors Skate

Tuesday's

4pm - 4:50pm

Wednesday's

11am — 11:50am

Thursday's

11am - 11:50am

& 4pm - 4:50pm



Carbon Monoxide alarms are now mandatory in all residential homes



Beat the Silent Killer

Stay safe from carbon monoxide.

Ensure all fuel-burning appliances
in your home are inspected annually.

Install and regularly test
carbon monoxide alarms.

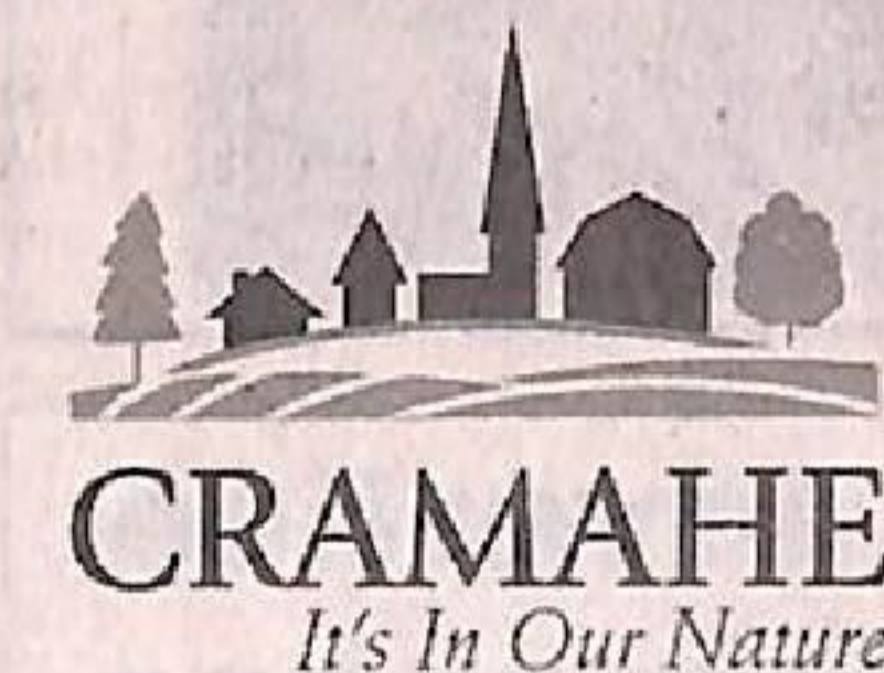
COSafety.ca
@TSSAOntario

ontario.ca/firemarshal
@ontfiremarshal

**"Beat the Silent Killer": First-ever Carbon Monoxide Awareness Week
November 1-7**



**Remember
those who served
our country
with pride**



Township of Cramahe

www.visitcramahe.ca

24