



JOB POSTING FOR POSITION – Administrative Assistant

1 Year Term – with the possibility of extension Approximately 20 hours a week

The Carman Dufferin Grey Planning District Board is seeking a person to undertake the position of Administrative Assistant and would include assisting the Coordinator of Planning Services with administrative duties related to applications, reporting, and other planning duties.

A detailed job description may be obtained from the Carman Dufferin Grey Planning Office during regular office hours. Candidates with knowledge of land use planning through related experience and or training would be beneficial but not compulsory.

Please submit your resume and cover letter detailing how your experience and qualifications meet the requirements. The Position will remain posted until filled. The Candidate being considered will require a criminal record check.

The Carman Dufferin Grey Planning District thanks all candidates in advance but will only contact those selected for an interview.

Direct applications to:

Kim MacLellan

Coordinator of Planning Services

Carman Dufferin Grey Planning District

3rd Floor – 12 2nd Avenue SW

Email: Kim@cdgplanning.com

204-745-2509