

Job Posting – Administrative Assistant, Bilingual
6 Month Contract

Posting date January 12th, 2021

Closing Date January 22nd, 2021

The Administrative Assistant-Bilingual will provide administrative support assigned workers. As part of the greater Child Welfare team, this position plays a vital role in the behind the scenes workings of the agency.

We are currently recruiting for a 6 month contract Bilingual Administrative Assistant in our Pembroke, Ontario office. If you are interested in becoming an Administrative Assistant, please review the position responsibilities and requirements below on our website.

Additional Information:

For a full job description, please visit our web site at www.fcsrenfrew.on.ca/careers

Family and Children's Services of Renfrew County is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest; however, only those considered for an interview will be contacted.

Contact Information:

Please submit your resume and cover letter to careers@fcsrenfrew.on.ca and reference "Administrative Assistant – Bilingual" in the subject line.

You can also apply directly to:
Supervisor of Human Resources
Family and Children's Services of County of Renfrew
77 Mary Street, Suite 100
Pembroke, ON K8A 5V4