




Job Opportunity – Casual Administrative Assistant **Village of Innisfree**

The Village of Innisfree is hiring a **Casual Administrative Assistant** from **September 29 – October 10, 2025** (with possible extension).

-  General office duties, such as cash receipting
-  Provide customer service to the public
-  Other duties as assigned by the CAO

Requirements:

- Grade 12 or equivalent
- Strong communication and computer skills (MS Office)
- Municipal experience considered an asset

 Apply with your resume to: cao@innisfree.ca

 Position open until filled