

## **Administrative Assistant Wanted**

Kawartha Community Midwives is a practice of six midwives in downtown Peterborough. We are currently looking for someone to aid our Office Administrator with reception and clerical tasks 36 hours per week. A qualified candidate must have relevant training and / experience, and should be able to handle multiple demands efficiently and professionally. S/he works well independently, and as a member of a team, requiring minimal supervision. S/he is extremely proficient with all office machines (phone, fax, photocopiers, etc) as well as computers (especially the Microsoft Office Suite, mail merge, and Access 2007). Competitive salary will be offered.

We are committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons, and persons of a visible minority.

*Please send resume and cover letter by Tuesday November 15, 2011 to:*

Attn: Korin McGuire – Office Administrator

Kawartha Community Midwives  
295 Stewart Street  
Peterborough, ON. K9J 3N2

Or

[kawartha\\_midwives@bellnet.ca](mailto:kawartha_midwives@bellnet.ca)

Or fax  
(705)745-7183

We thank all applicants, but only those under consideration will be contacted.