

**DARRYL M. ROBINS**  
**CONSULTING INC.**  
CIVIL & ENVIRONMENTAL ENGINEERING

**Office Administration / Accounting**

We are currently seeking an office administration/accounting employee with a minimum of 5 years' experience to work as part of the land development/municipal team in our Miller Lake office. This part-time position will provide administrative support to assist in managing the office and include tasks such as payroll and bookkeeping, monitoring supply quantities and ordering as required, answering phones, health and safety coordination and other duties as assigned. There is opportunity for this 3 day per week part-time position (in office) to become full time, with diversification of duties.

Candidates should have experience in an office environment including using a phone system, using a variety of printers, developing and assembling project reports and strong capabilities with online tools. The candidate must be proficient in Microsoft Office software including Outlook, Word and Excel, and accounting software. The candidate should also have good communication skills (verbal and written) and be comfortable in a team environment. The candidate must hold a valid driver's license.

Interested individuals should forward their resumes to:

Ms. Laura Swanson, P.Eng.

c/o DARRYL M. ROBINS CONSULTING INC.

4844 Highway No. 6, General Delivery

Miller Lake, ON N0H 1Z0

Phone/Fax: 519-795-7094

E-mail: [dmrc@dmrconsulting.ca](mailto:dmrc@dmrconsulting.ca)

[www.dmrconsulting.ca](http://www.dmrconsulting.ca)

Only the candidates selected for interview will be contacted.