



We are Hiring!

We are looking for a casual staff member to join the Administrative team in the Town Office!

The successful candidate would ideally have a grade 12 education, knowledge of accounts receivable, payable and administrative tasks. Excellent verbal and written communication skills as well as proficiency with the Microsoft Office suite is preferred. If you or someone you know would be a good fit for our administrative team please forward your resume to info@townoftwohills.com or drop it off in person at the Town office.