



TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

EMPLOYMENT OPPORTUNITIES

The Township of Brudenell, Lyndoch and Raglan requires the following:

PART TIME OFFICE ASSISTANT (21 hours per week)

Duties will include general office administration and reception responsibilities. Ideal candidate will have excellent communication and organizational skills and working knowledge of computer systems. Previous municipal and accounting experience would be an asset. A complete Job Description is available on our website www.blrtownship.ca or at the Municipal Office.

PART TIME CLEANING PERSON

Duties will include cleaning the BLR Community Centre, Municipal Office and Garage. The hours of work will vary from month to month depending on the usage of the buildings. Applicants should be in good physical condition as manual labour duties are required. A detailed listing of duties is available on the municipal website at www.blrtownship.ca or at the Municipal Office.

Applicants are invited to submit a resume clearly marked “Part Time Office Assistant” or “Part Time Cleaning Person” to the undersigned no later than noon on Friday, July 27, 2018:

Michelle Mantifel, Clerk-Treasurer
Township of Brudenell, Lyndoch and Raglan
42 Burnt Bridge Road, Box 40
Palmer Rapids, Ontario K0J 2E0
Telephone: 613-758-2061
mmantifel@blrtownship.ca

A Vulnerable Sector Check will be required for this position. In accordance with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected and will only be used for the purpose of candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. We thank all applicants for their interest, however only those selected for an interview will be contacted.