



Township of Amaranth And Township of East Garafraxa



The Townships of Amaranth and East Garafraxa are currently accepting applications for the position of:

Summer Student Office Clerk

We are looking for a reliable, enthusiastic person who has an interest in working in a busy office environment. Employment period May 2019 to August 2019. Duties will include all aspects of clerical and secretarial work in addition to dealing with the public. Computer experience required.

Position open to persons returning to school in the fall of 2019. Preference will be given to those in the Municipal or related field.

Please submit your resume and cover letter, marked **CONFIDENTIAL** to:

Susan M. Stone, CAO/Clerk-Treasurer
Township of Amaranth
Township of East Garafraxa
374028 6th Line, Amaranth, Ontario L9W 0M6
info@amaranth.ca

Closing date is **April 30, 2019 at 4:00 p.m.** and can be transmitted either by email or in person before the closing time.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

The Townships of Amaranth and East Garafraxa are an equal opportunity employer. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Personal information will be used to determine eligibility for potential employment and is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.