



**THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA**

LOOKING TO HIRE ADMIN ASSISTANT—RECREATION

Average of 7 hours per week (subject to increase to 14) hours. To perform Recreation support duties and to assist office employees with basic administrative and receptionist duties.

TO BEGIN WEEK OF MAY 1, 2018!

Please apply by submitting an application letter and resume to the attention of the Clerk outlining your interest, employment background and work experience by **April 20, 2018!**

**To hcmclerkmreith@gmail.com or fax
613-586-2596**

Due to location, must have own transportation.

**For a complete job description and additional details please view posting at
www.townshipsofheadclaramaria.ca**

**15 TOWNSHIP HALL ROAD, STONECLIFFE, ONTARIO, K0J 2K0
P-613-586-2526,**

**ONLY THOSE BEING CONSIDERED WILL BE CONTACTED.
THANK YOU FOR YOUR INTEREST!**