

89 Limerick Lake Road  
R. R. #2, GILMOUR, ON  
K0L 1W0

Roads: 613-474-0060



JENNIFER TRUMBLE,  
Clerk-Treasurer  
613-474-2863 (Phone)  
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## CORPORATION OF THE TOWNSHIP OF LIMERICK

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### RESOURCE ASSISTANT

The Resource Assistant is a part-time (minimum 16 hours), administrative three month contract position that supports Clerk's office. Duties will include conducting grant-related searches, preparing grant proposals, accounts payable and receivables, receipting and other general duties as assigned. The applicant must demonstrate proficiency in Microsoft functions, including Outlook, Word, Power Point, and Excel, have effective oral and written communication skills and sensitivity to working with confidential material.

Please submit your covering letter and resume via e-mail, fax or mail by Wednesday June 1<sup>st</sup>, 2016 at 12:00 p.m. (Noon) during regular office hours to:

Att: Jennifer Trumble  
Clerk-CAO  
89 Limerick Lake Road  
Gilmour ON  
K0L 1W0  
Tel. 613-474-2863  
Fax. 613-474-0478  
Email: [clerk@township.limerick.on.ca](mailto:clerk@township.limerick.on.ca)

The Township of Limerick is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact the Clerk's department in advance and we will make every effort to provide appropriate assistance. We thank all applicants and advise that only those to be interviewed will be contacted. Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.



