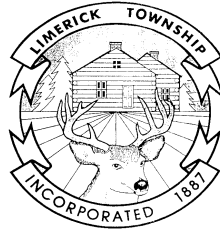


89 Limerick Lake Road
R. R. #2, GILMOUR, ON
K0L 1W0

Roads: 613-474-0060



JENNIFER TRUMBLE,
Clerk-Treasurer
613-474-2863 (Phone)
613-474-0478 (Facsimile)
clerk@township.limerick.on.ca
www.township.limerick.on.ca

CORPORATION OF THE TOWNSHIP OF LIMERICK

STUDENT OFFICE ASSISTANT

The Township of Limerick is seeking a motivated student who will be involved with various tasks relating to administrative tasks in a public sector environment. Individuals may be required to work on some or all of the following tasks:

- Prepare and organize correspondence, perform data entry and word processing functions, and create various documents
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries
- Assist with archival / filing projects
- Conduct research, perform analysis and input data
- Other general office duties as assigned

Applicants must be between the ages of 15 to 30 and plan on returning to school full-time in the fall. This is a temporary part-time position up to 30 hours starting late June/July through August 31st, 2016.

Please submit your covering letter and resume via e-mail, fax or mail by Wednesday June 1st, 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

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.

