



THE TOWNSHIP OF BONFIELD
2024 Summer Employment Opportunity
RECORDS MANAGEMENT CLERK

Applications are being accepted for 1 summer position to work with the Administration Department for the Township of Bonfield.

Applicants must be aged 15-30 years old.

Duties to include, but not limited to records management, filing and general office duties.

Successful applicant must provide a Consent to Disclosure of Personal Information by the Ontario Provincial Police.

Working hours will be Monday to Friday, 8:30 am to 5:00 pm, a maximum of 40 hrs per week at \$16.55/hour, commencing July 2nd, 2024 and ending August 23rd, 2024.

All applications, including references, must be submitted to:

Township of Bonfield,
365 HWY 531,
Bonfield ON POH 1E0

Or

cao.clerk@bonfieldtownship.com

Or fax

705-776-1154

Applications to be received no later than 12:00 noon Friday May 27th, 2024.

NOTES:

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