



The Township is seeking to hire 1 college/university student to fill a seasonal receptionist position within the Corporate Services Department.

Student must be returning to school in the fall, be mature, responsible and be able to work in both a team and individual environment. The position has an anticipated start date of May 1<sup>st</sup>.

The position involves, but is not limited to, daily interaction with the general public, collection/reconciliation of fees and receipts, assisting various Departments as required and answering general inquiries and phone calls.

Excellent communication skills are required, including a personable approach to answering inquiries by phone and walk-in. Efficiency, accountability, organization and knowledge of computer programs (Word and Excel) are essential.

Interested students should send their resume with cover letter, clearly addressed to the Corporate Services Department, in confidence by mail or email to:

Mary Ellen Truelove  
Clerk  
Township of Rideau Lakes  
1439 County Road 8  
Delta ON K0E 1G0  
[mtruelove@twprideaulakes.on.ca](mailto:mtruelove@twprideaulakes.on.ca)

**Deadline for applications is March 9, 2018 at 4:00 p.m.**

The Township of Rideau Lakes is an equal opportunity employer. All qualified candidates are encouraged to apply. We thank all who apply, however only those applicants to be interviewed will be contacted.