



**The Corporation of the
Township of Lucan Biddulph**
requires a
**Receptionist/Administrative
Assistant**
(12-18 month contract)

REPORTS TO: CAO/Clerk
HOURS: 37.5 hrs/week
2024 WAGE RATE: \$26.89 - \$31.46/hr

The Township of Lucan Biddulph is currently seeking candidates for the Full-Time Contract Receptionist/Administrative Assistant position beginning in January 2025. We are seeking a motivated, well-organized and enthusiastic individual to provide administrative support, cash receipting, front counter and phone reception duties for the Municipal Office. Applicants must have strong computer skills, be personable and possess excellent written and communication skills. Knowledge of accounting would be an asset. A full position description, including the skills and knowledge required is available at www.LucanBiddulph.on.ca.

Applicants are invited to submit a cover letter and detailed resume in confidence to Ron Reyrer, CAO/Clerk, no later than 4:30 p.m., December 2, 2024, to:

Ronald J. Reyrer AMCT
Chief Administrative Officer/Clerk
Township of Lucan Biddulph
P.O. Box 190, Lucan, ON N0M 2J0
Phone (519) 227-4491 • Fax (519) 227-4998
Email – clerk@lucanbiddulph.on.ca

We request all resumes be sent via email, fax or regular mail only.

The Township of Lucan Biddulph is an Equal Opportunity Employer.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, 2005 and the Ontario Human Rights Code, the Township of Lucan Biddulph will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment process, please inform the municipality's staff of the nature of any accommodation(s) that you may require.

All applicant information collected is in accordance with the Freedom of Information and Privacy legislation and under the authority of the *Municipal Act*, and used strictly for candidate selection. We thank all applicants who apply, but only those candidates selected for an interview will be contacted