



Corporation of the Town of Kirkland Lake

**Parks & Recreation Department**

Requires a

**DESK ATTENDANT**

**STUDENT POSITION**

Part-Time / Non-Union

**THE SUCCESSFUL APPLICANT WILL BE UNDER THE DIRECTION OF THE BUSINESS OFFICE COORDINATOR.**

**Position Overview:**

- Provide clerical and reception duties
- **Hours of work:** Primary hours of work are on Saturdays & Sundays (weekend), but **must** be available for replacements Monday through Friday when necessary (not during school hours).
- **Compensation:** \$12.61 per hour

**Minimum Qualifications:**

- Effective skills and experience in dealing with the public
- General computer experience
- Bilingualism an asset
- Current Standard First Aid / CPR required
- Must clear Vulnerable Sector Check

Qualified candidates are invited to submit their résumé (complete with references and covering letter) in confidence by **Friday, September 29, 2017, 3:00 p.m.**

Human Resources Coordinator  
Town of Kirkland Lake  
PO Box 1757  
Kirkland Lake, ON P2N 3P4  
Email [jobs@tkl.ca](mailto:jobs@tkl.ca)  
Fax 705-567-4707

We thank all applicants for their interest, however only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**ACCOMMODATIONS FOR JOB APPLICANTS WITH DISABILITIES ARE AVAILABLE ON REQUEST**