



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

MUNICIPAL OFFICE - 2 FIFTH STREET - P.O. BOX 1000

BALMERTOWN, ONTARIO

P0V 1C0

WEBSITE: WWW.REDLAKE.CA

E-MAIL: MUNICIPALITY@REDLAKE.CA

TELEPHONE: 807-735-2096

FAX No.: 866-681-2954

EMPLOYMENT OPPORTUNITY

Payroll Clerk

The Municipality of Red Lake is currently accepting applications for the position of Payroll Clerk within the Treasury Department, under the supervision of Treasury Supervisor/Deputy Treasurer.

This a 5 hour per day, 25 hour per week position and the rate of pay is \$26.50 per hour.

A High School Diploma is required, along with a post-secondary accreditation in Payroll. Strong verbal and interpersonal skills will be considered an asset.

Individuals who feel they are qualified may obtain a job description from the Municipal Office or on the Municipal Website, www.redlake.ca. Accommodations for job applicants with disabilities are available on request.

Completed resumes must be submitted to the undersigned no later than 4:30 pm CDT Friday, July 16th, 2021.

Attention: Mark Vermette, Chief Administrative Officer

Municipality of Red Lake

P.O. Box 1000

Balmertown, Ontario

P0V 1C0

Phone: 1-807-735-2096 ext. 229

Fax: 1-866-681-2954

Email: careers@redlake.ca

Website: www.redlake.ca

Mark Vermette
CAO

Fred Mota
Mayor