

SUMMER STUDENT JOB POSTING

OFFICE ASSISTANT

**Funded by Canada Summer Jobs
(1 position available – 8 weeks)**

Salary: \$17.60 per hour with 35 hours per week

The Municipality of Markstay-Warren is presently accepting resumes for a Eight Week (8) Summer Office Assistant Position with a tentative start date July 6nd to August 29th, 2026.

The successful applicant must be between the age of 15 – 29 years of age, not currently employed by the employer, intend to return to school on a full-time basis in the next academic year and eligible to work in Canada.

Reporting to the Chief Administrative Officer/Clerk, the successful applicant will greet tourists and residents alike when inquiring for information at the municipal office and lending support to them. Some work will involve with records management to electronic format with limited supervision and assist with other office employees in their daily tasks. The applicant will be guided by office employees to improve their skills and knowledge in an office environment.

Those persons interested in applying for the position are requested to submit a cover letter along with a resume to the Municipal Office in Markstay on or before Friday, May 15th at 4:00 pm. To the attention of:

Marc Serre, CAO/Clerk
PO Box 79
21 Main Street South
Markstay, ON P0M 2G0
Fax 705 853-4964
Email: info@markstay-Warren.ca

Only those candidates selected for interviews will be contacted.