

**TUDOR AND CASHEL TOWNSHIP  
SUMMER JOB  
OFFICE ASSISTANT**

The Township of Tudor and Cashel is looking for an energetic individual between the ages of 15 to 30 to work as an Office Assistant, the position will include data entry, filing, as well as customer service duties. Work will commence on or around June 24, 2024. **The position will run for approximately 10 weeks.** The rate of pay will be \$18.00 per hour. The successful candidate will require transportation to get to and from the Municipal office. To be considered for this opportunity, all individuals are asked to please mail, fax or email your confidential resume, clearly marked "Summer Job/Office Assistant", no later than 11:00 a.m. June 12, 2024 to:

NANCY CARROL (SHE/HER)  
Clerk-Treasurer  
Township of Tudor and Cashel  
371 Weslemkoon Lake Road,  
GILMOUR, ON  
K0L 1W0  
FAX: 613-474-0664  
EMAIL: [clerk@tudorandcashel.com](mailto:clerk@tudorandcashel.com)

We thank all those students who apply, but only those applicants selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected and will only be used for the purpose of candidate selection.