



Rural Municipality of Lac du Bonnet

EMPLOYMENT OPPORTUNITY ADMINISTRATIVE CLERK

The Rural Municipality of Lac du Bonnet is accepting applications for the position of **Administrative Clerk** in the Administration Department.

Wage Range: As per Collective Agreement

Key Responsibilities

Reporting to the Assistant CAO, the Administrative Clerk provides high level customer service for both in-person front counter and phone/email customer service inquiries and requests. As a key member of the administrative team this position is primarily responsible for processing payments, general office duties and providing back-up to the accounts receivables and payables clerk. Requests can be made for a full job description by emailing acao@lacdubonnet.com.

Applicants interested in this opportunity are encouraged to submit their application to acao@lacdubonnet.com by **Tuesday, June 9, 2026**.