Rural Municipality of Lac du Bonnet

EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE CLERK

The Rural Municipality of Lac du Bonnet is pleased to announce an opportunity within its Administration Department following the internal advancement of existing staff members.

As our team continues to grow and develop, we are seeking a motivated individual to join our team as an **Administrative Clerk**.

Key Responsibilities

Reporting to the Finance Officer, 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.

For the wage range and full job description, please visit:

www.rmoflacdubonnet.com/p/employment-and-funding-opportunities-

Applicants interested in this opportunity are encouraged to submit their cover letter and resume to acao@lacdubonnet.com by **November 30, 2026.**