



MUNICIPALITÉ DE KAZABAZUA

30, CH. BEGLEY, CP 10, KAZABAZUA (QUÉBEC) J0X 1X0
TÉLÉPHONE : (819) 467-2852 – TÉLÉCOPIEUR : (819) 467-3872
COURRIEL : direction@kazabazua.ca

CANADA SUMMER JOB OFFER 2024

Administrative clerk

Description of employment

- The tasks and responsibilities in an administrative clerk job include administrative support to ensure the proper functioning of the office, supports managers and employees through a variety of tasks related to organization and communication, responsible for confidential and time-sensitive material.
- Perform any other work according to the instructions of his/her immediate superior.
- Ability to communicate effectively by phone and email.
- The job is for a duration of 8 weeks starting on June 25, 2024 for 35 hours per week.

Job Criteria

1. Be between 15 and 30 years of age at the start of employment;
2. Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act for the duration of the employment* and,*
3. Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International students are not eligible participants. An international student is any person who is temporarily in Canada to study and who is not a Canadian citizen, permanent resident or refugee status in Canada.

Send your resume by email before **4:00 p.m. on Tuesday, June 18, 2024** at the following E-mail address: direction@kazabazua.ca in person or by mail at the following address:

Administrative clerk
CANADA SUMMER JOBS 2024
Municipality of Kazabazua
30 Begley Road
Kazabazua (Quebec) J0X 1X0
Phone: (819) 467-2852 - Fax: (819) 467-3872

Only those selected for an interview will be contacted by the municipality