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The Corporation of  
**THE TOWNSHIP OF LANARK HIGHLANDS**

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**INTERNAL/EXTERNAL  
JOB POSTING  
FULL-TIME POSITION**

**RECEPTIONIST**

Start Date: August 23<sup>rd</sup>, 2010  
Salary Level: 4

The Township seeks a dependable, motivated, people-oriented individual with written and verbal communications skills and proficiency with Word/Excel and the Internet.

The qualified candidate will be responsible for Receptionist duties which include, but not limited to, receiving incoming visitors and telephone calls, retrieving, processing and delivering the day's mail, photocopying and faxing materials, booking rooms, updating electronic shared calendars, by-law index, and filing. The incumbent will also handle and track dog tag sales. Reporting to the Clerk/Deputy CAO. A detailed job description is available by contacting the undersigned.

Salary range: \$14.72 to \$17.30 per hour, commensurate with experience based on a 37.5 hour work week.

Applications will be held in strict confidence. Please ensure that we receive your detailed resume by mail or email no later than 12:00 noon, August 16, 2010, to:

Township of Lanark Highlands  
Receptionist  
75 George Street  
Lanark, ON K0G 1K0  
Attn: Norma Melanson, Payroll-Benefits-HR Clerk  
e-mail: [nmelanson@lanarkhighlands.ca](mailto:nmelanson@lanarkhighlands.ca)  
Inquiries: 613-259-2398 Ext 224

*We wish to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted. We are an equal opportunity employer. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk/Deputy CAO at the address indicated above.*