

The Corporation of the Township of Larder Lake is seeking an
Administration Clerk (Temporary – 52 weeks)
The successful applicant will be under the direction of the Clerk-Treasurer



The Township is seeking an energetic, organized, and community-oriented individual to join our team in an administrative support role. The successful candidate will be a proactive professional with excellent organizational and communication skills and a passion for supporting the delivery of quality municipal services to our community.

Hours of work: 35 hours per week

Compensation: \$24.30 + vacation pay

Eligible Candidates

- New entrant into the workforce, transitioning to a new career, or unemployed or underemployed and entering a new field;
- Has not previously participated in NOHFC's People and Talent Program;
- is at least 18 years of age,
- resides in Northern Ontario,
- is legally entitled to work in Canada

This employment opportunity is proudly supported through funding provided by the Northern Ontario Heritage Fund Corporation (NOHFC) Workforce Development Program. Applicants should note that eligibility requirements apply. To learn more about the program and candidate eligibility, please visit the [NOHFC Workforce Development Program](#).

Minimum Qualifications

- Grade 12 academic standing or equivalent.
- Post-secondary education in accounting, business administration, communications, or finance is an asset
- Knowledge of the principles, practices, and procedures for recording revenue and collections.
- Ability to be tactful, diplomatic, and sincere with the public.
- Must clear a Criminal Record Check
- Municipal government experience preferred
- Demonstrated proficiency with Microsoft Office products (Word, Excel)

Candidates are invited to submit their resume (complete with references) in confidence by August 6th, 2026. A full job description can be found on the municipal website larderlake.ca

Township of Larder Lake
P.O. Box 40 Larder Lake, ON P0K 1L0
Email: Info@larderlake.ca
Fax: 705-643-2311

We thank all applicants for their interest; however, only those under consideration will be contacted.

We are an equal opportunity employer.

Accommodations for job applicants with disabilities are available on request