



Career Opportunity
Full time
Town Clerk

The Town of Dundurn is currently hiring a full-time Town Clerk position that offers the opportunity to learn and grow within the municipal administration field. This role involves working closely with the Chief Administrative Officer (CAO) to gain hands-on experience in various aspects of administration, starting with customer service, correspondence handling, data entry, receipting, and preparing deposits.

As the successful candidate progresses in this role, they will have the opportunity to take on additional responsibilities, including maintaining and updating bylaws, publications, budgets, town meeting minutes, and financial statements. Ultimately, this role will provide for succession planning into the role of Chief Administrative Officer.

The ideal candidate should have successfully graduated from a recognized post-secondary institution with a diploma or degree in Business / Public Administration or related discipline. The candidate should possess a friendly, courteous, and professional demeanor, along with excellent interpersonal and communication skills.

If you are interested in joining a dedicated team and contributing to the growth and success of the Town of Dundurn, this opportunity may be a great fit for you.

The Town offers a comprehensive benefits package including health, dental and vision, as well as an employer matched pension plan. Salary will be dependent on qualifications and experience. We thank all applicants for their interest in this position; however, only those candidates selected for interviews will be contacted.

To be considered for this career opportunity please email your cover letter along with your resume outlining your qualifications and experience to admin@townofdundurn.ca. This position will be open until a suitable candidate is retained.