



TOWN OF LAC DU BONNET

# Municipal Office Clerk 1

**– Indefinite Term –**

The Town of Lac du Bonnet is seeking an experienced, motivated team player to join our administrative team. The Municipal Office Clerk I is responsible for multiple day-to-day administrative functions. Key responsibilities include general reception duties, front counter inquiries, processing payments, ordering supplies, and sending correspondence. Duties may include accounts payable, accounts receivable and assisting with utility and tax billings.

This is a full-time union position (IUOE 987) and requires 37.5 hours per week.

A full job description is available on our website at [www.townoflacdubonnet.com](http://www.townoflacdubonnet.com)

Please forward resumé with cover letter marked "Municipal Office Clerk I" by 4:00 p.m. Friday, May 29, 2026 to:

Town of Lac du Bonnet  
c/o Marley Seymour, CAO  
Box 339, Lac du Bonnet, MB R0E 1A0  
[cao@townofldb.ca](mailto:cao@townofldb.ca)

Only those selected for an interview will be contacted.