

Job Opportunity – Saugeen Mobility and Regional Transit

Position: Recording Secretary.

Are you detail-oriented and skilled at taking meeting notes? Saugeen Mobility is looking to hire a Recording Secretary!

Position Details:

- **Frequency:** 10 meetings per year
- **Start Date:** March 1st 2025
- **Responsibilities:** Taking notes and producing minutes following each meeting
- **Pay:** \$125 per meeting for less than 1.5 hours and \$150 for meetings over 1.5 hours. This includes writing minutes after the meeting.

If you're interested, please send your resume to stephan@saugeenmobility.ca prior to February 21st, 2025. We look forward to hearing from you!