



ELECTORAL JOB OFFER
CENTRAL POLL SUPERVISOR

Under the authority of the office of the returning officer's office, the incumbent will perform the following tasks during voting days:

- Supervise the layout of the polling station and ensure that voting runs smoothly throughout the day;
- Facilitate the exercise of voting rights by all voters;
- Ensure the secrecy of the vote;
- Direct voters without valid identification to the voter verification panel;
- Give voters their ballot(s) and the pencil with which to mark their vote;
- Receive representatives appointed by proxy at his office, if applicable, and retain their proxies;
- Count the votes after the close of polls;
- Return all election materials and voting results to the electoral president or his designate;
- Supervise the work of the poll clerk;
- Respond appropriately to any situation that may arise at the polling station during the day.

REQUIREMENTS

- Candidate must be a Canadian citizen, a permanent resident or a person designated as a refugee under the Immigration and Refugee Protection Act, and be legally authorized to work in Canada in accordance with the legislative and regulatory provisions in force in the province of Quebec;
- Have a respectful, caring and patient customer service attitude;
- Demonstrate sound judgment;
- Rigor and attention to detail.

WORKING CONDITIONS

The work schedule for this position is established according to the directives of the returning officer's office, you must be available for advance polling days (October 26, 2025) and/or polling day (November 2, 2025).

SALARY

\$20.13/hour

Send your curriculum vitae indicating your interest to the attention of the Returning Officer, Ms. Myrian Nadon by e-mail at direction@lowquebec.ca, in person or by mail to the address below no later than August 31, 2025, before 11:59 p.m:

Municipality of Township of Low
4A, d'Amour Road
Low (Québec) J0X 2C0
Telephone : 819-422-3528 - Fax: 819-422-3796

Only those candidates selected for an interview will be contacted.