



The Municipality of Huron East is now accepting applications for the position of:

**Administrative Assistant  
Full Time, Summer Student Position**

The Municipality of Huron East, a dynamic and dedicated community of approximately 10,000 residents, is seeking applications for a key role within our team. Situated in the picturesque Huron County, our community showcase a delicate blend of lively urban areas, rural heartlands, and flourishing farmlands. Perfectly positioned 30 minutes west of Stratford and an hour north of London, Huron East prides itself on offering the exceptional level of services and opportunities our residents thrive on.

Reporting to the Clerk, the successful applicant will perform clerical duties such as filing, data entry, document management, and correspondence drafting. They will also assist in the maintaining of records in accordance with municipal guidelines and data protection legislation. They will serve as a point of contact for residents, answering inquiries and providing information about municipal services and facilitate communication between departments and community members.

This is a full time position, with mandatory training on May 10, 2025. Start date will be on May 5, 2025.

**What We're Looking for:**

- Currently enrolled in high school, college, or university, and be returning in the fall
- Must have working knowledge of office procedures, and be skilled in Microsoft Office and Windows.
- Municipal experience is considered an asset.

**What We Offer:**

- Integration into a community-centric and forward-thinking municipal team within Huron East
- The chance to make a tangible difference in our municipality's present and future
- An hourly rate of \$17.83-18.92, depending on experience

Access to the full job description and further details can be found on the Huron East website ([www.huroneast.com](http://www.huroneast.com)).

We are inviting committed individuals to please forward a detailed resume, ensuring confidentiality, to the undersigned by **4:00 p.m.** on **Friday, March 21, 2025**. Please state

the job you are applying to within the subject of your email. Early applications are encouraged, with qualified candidates considered as submissions are received.

Jessica Rudy  
Clerk  
Municipality of Huron East  
72 Main Street South, PO Box 610  
Seaforth, Ontario. N0K 1W0  
[clerk@huroneast.com](mailto:clerk@huroneast.com)

We thank all applicants for their interest in working for us, however, only those applicants selected for an interview will be contacted.

The Municipality of Huron East is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.