



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

Records Clerk – Summer Student Position

The successful applicant will work closely with the Municipal Clerk to coordinate the Records Management function of the Municipality. The successful candidate will be responsible for scanning and classifying documents, data entry, cataloguing of Archival materials, importing electronic data and document destruction.

Applicants should be currently enrolled in High School, College or University, and be returning in the fall. Applicants should have a working knowledge of office procedures, and be skilled in Advanced Microsoft Office and Windows. Municipal experience is considered an asset.

This is a full time position, Monday to Friday commencing May 1st, 2023 and ending September 1st, 2023.

Further information including a complete job description is available on the Huron East website (www.huroneast.com)

Applicants are asked to submit a detailed resume in confidence to the undersigned by 4:00 p.m. on Friday, April 7nd, 2023.

Jessica Rudy
Municipal Clerk
Municipality of Huron East
72 Main Street South, PO Box 610
Seaforth, Ontario. N0K 1W0
519-527-2561 (fax)
clerk@huroneast.com

We thank all applicants and advise that only those selected for an interview will be contacted.

