



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

**Records Clerk Summer Student
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.

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.

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).

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
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Seaforth, Ontario. N0K 1W0
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.