



The Corporation of The Township of Hornepayne  
Internal/External Job Posting  
Temporary Part-Time Position

- POSITION:** Administrative Assistant
- WAGE:** \$30.59 per hour (as per Collective Agreement)
- STARTING DATE:** February 27<sup>th</sup>, 2023
- HOURS OF WORK:** As required, as assigned.
- QUALIFICATIONS:** Must have a minimum of 2 years' experience in daily cash balancing.  
Must have a minimum of 2 years' experience in an office environment which includes operation of the following office equipment: computer, facsimile, photocopier, scanner, automated phone system, postage machine, adding machine. Advanced Microsoft Office skills or equivalent with respect to word processing and Spreadsheet Software as well as email/internet skills.  
Must have a minimum of 2 years public/customer service experience.  
Must possess excellent time management skills, be able to multi-task on a regular basis and be able to work without supervision.  
Experience in accounting and information technology would be a huge asset due to the requirement to transition to the other office positions when required.
- REQUIREMENTS:** Competency testing shall be performed.  
Must be bondable and will be required to provide Criminal Record Check.  
Will be required to sign a Confidentiality Agreement.  
Must be willing to participate in training if required.

This position is open to male and female applicants.

Submissions must consist of a cover letter and a resume. Documentation must confirm the required information outlined in the job posting. Please include copies of any relevant training certificates or qualifications.

Submissions will be received via email at [info@hornepayne.ca](mailto:info@hornepayne.ca), via mail at P.O. Box 370, Hornepayne, ON P0M 1Z0 or in person at 68 Front Street until 2:00 p.m. on Friday, February 17<sup>th</sup>, 2023.

Job posting and description available on our website at <https://www.townshipofhornepayne.ca/our-government/job-opportunities/>.

The Township of Hornepayne would like to thank all applicants for submitting their applications, however, only those candidates who advance through the initial screening process will be contacted.

Aileen Singh, CAO/Clerk  
Township of Hornepayne

CasualAdminAsstFeb2-23

The Township of Hornepayne welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.