



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

- Position:** Fire Department Secretary
- Wage:** \$15.08 per hour (as per Collective Agreement)
- Starting Date:** Tuesday, January 31st, 2023 (tentative);
6-month position (tentative)
- Hours Of Work:** 3 hours per week;
6:00 p.m. to 9:00 p.m. every Tuesday evening
(additional hours may be required)
- Location:** Hornepayne Fire Department
68 Front Street, Hornepayne, Ontario
- Requirements:** Basic computer literacy in Word, Excel and other office software;
Basic filing and record keeping competencies;
Good written and verbal communication skills;
Current WHMIS (Workplace Hazardous Materials Information System) certification would be an asset;
Criminal Record Check required.

This position is open to male and female applicants.

Applicants must submit a cover letter, resume, and negative Criminal Record Check. The resume must confirm the required information outlined in the job posting.

Job posting and job description available at the Town Hall or at <https://www.townshipofhornepayne.ca/our-government/job-opportunities/>

Submissions will be received at info@hornepayne.ca, via mail at P.O. Box 370, Hornepayne, ON P0M 1Z0 or dropped off at 68 Front Street by the undersigned until Monday, January 30th, 2023 at noon.

Aileen Singh, CAO/Clerk
Township of Hornepayne

Jan20-23

NOTE: 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.