



TOWNSHIP OF

Hornepayne

External Job Posting

Short-Term Temporary Full-Time Position

JOB OPPORTUNITY: GENERAL OFFICE WORKER

Location	Town Hall, 68 Front Street
Start Date / Duration	Monday, June 29, 2026 / Eight (8) weeks
Hours of Work	Monday to Friday, 8 a.m. to 4 p.m.
Wage Rate	\$18.90/hr




The position is open to male and female applicants, 15 to 30 years of age. Training will be provided.

Responsibilities include but are not limited to:

- Document management - scan, sort and file documents according to established guidelines
- Sort and process incoming mail, packages and faxes
- Operate office equipment (computer, photocopier, scanner, printer, postage machine, shredder)
- Photocopy and collate documents for distribution
- Assist with administrative procedures

How to Apply

Submissions must consist of a **cover letter and resume** and will be received until **4 p.m. on Friday, June 12, 2026**, by:

-  **Email:** info@hornepayne.ca
-  **Mail:** P.O. Box 370, Hornepayne, ON P0M 1Z0
-  **In Person:** 68 Front Street

 **Job posting available on our website and at the Town Hall.**

Note: 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.

Cindy Godson, CFO
Township of Hornepayne



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.