

TOWNSHIP OF HORTON

SUMMER STUDENT POSITION PUBLIC WORKS/WASTE MANAGEMENT/OFFICE ASSISTANT 12 week position

Reporting to the CAO/Clerk and designated staff, the student will provide assistance in multiple facets of the Township. Assignments will include both office and outdoor work environments.

Duties include landscape work, assisting at the Landfill Site, clerical duties, and other duties as assigned.

Students must be returning to school in Fall 2009. Excellent organizational and communication skills are essential for this position. Computer proficiency will be considered an asset. Valid Class G driver's licence is required.

Must provide personal CSA approved safety footwear.

Please send your resume to the undersigned by 4:00 p.m. on Friday, May 22, 2008.

Mackie J. McLaren
CAO/Clerk, Township of Horton
2253 Johnston Road, Renfrew, ON K7V 3Z8
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