



**Job Number:** #2026-019  
**Vacancy Status:** Existing Position  
**Posting Date:** April 28, 2026  
**Deadline:** May 15, 2026, 11:59 PM

**CLEARVIEW  
TOWNSHIP**

## **Human Resources Assistant, Temporary**

The Corporation of the Township of Clearview

Clearview Township is currently seeking one (1) temporary full-time (35 hours per week) Human Resources Assistant for the period of June 1, 2026 – August 28, 2026. The primary location of work is on-site at the Township's Administration Centre, located at 217 Gideon Street, Stayner.

Clearview Township is located in a region that has a long history as one of Ontario's favourite tourist and vacation destinations, attracting over two million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of a small-town quality of life.

### **Key Accountabilities:**

Reporting to the Director of Human Resources, the Human Resources Assistant provides support to the department by assisting with key projects and functions, including recruitment activities, department filing, HRIS data entry, and reviewing department documentation. The main duties and responsibilities of the position are in the areas of records and process management, recruitment, health and safety and training programs, administrative support, and department functions.

### **Qualifications:**

- Diploma in Human Resources Management or Business Administration, or related field, together with one to three (1-3) years of experience in a Human Resources administration role, preferably in a municipal environment.
- Demonstrated and thorough working knowledge of municipal government, Human Resources Management, policies, and procedures.
- Thorough working knowledge of Microsoft Windows and Office applications, and ability to produce professional documents using desktop publishing software.
- Excellent administrative, communication, interpersonal, organizational, time management, and public relations skills, and the ability to maintain confidentiality.
- Ability to multi-task, cope with interruptions, and work under pressure to meet multiple deadlines, exercise discretion and good judgment, particularly when handling highly confidential/sensitive information.
- Possess a high level of initiative and personal integrity.
- Knowledge and understanding of database management is a definite asset.
- Ability and willingness to travel within the community and out of town as required.
- Flexibility to work occasional evenings or weekends to attend special events, functions, or meetings.
- Satisfactory Criminal Record Check.
- Valid Class G Driver's License with dependable personal transportation.

*Note: The preferred candidate must be willing to provide consent for the Township to conduct a Criminal Background Check and Vulnerable Sector Check prior to finalizing an employment offer.*

### **Salary:**

Salary range offered for this position is \$63,064 to \$77,427 per annum.

### **How to Apply:**

Interested candidates are invited to forward their resume and a covering letter quoting **job # 2026-019** to Human Resources by **May 15, 2026, 2026, at 11:59 pm** to: [hr@clearview.ca](mailto:hr@clearview.ca)

*We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls, please. The Township of Clearview does not use Artificial Intelligence (AI) technology at any stage of the recruitment process. The Township of Clearview is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).*

Please visit: [www.clearview.ca](http://www.clearview.ca)