



Renfrew
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SUMMER EMPLOYMENT OPPORTUNITY
#25.09 – Records Management Clerk (1 position)
Office of the CAO & Town Clerk

Description:

The Town of Renfrew invites applications for the position of Records Management Clerk. The duties of the Records Management Clerk include, but are not limited to, assisting with the organization's information and records management, archival and retention processes. The position will support the Town of Renfrew's compliance with the Municipal Freedom of Information and Protection of Privacy Act by collaborating with the Office of the CAO and Clerk to implement records management standards. This role is highly active and hands-on, requiring full days of work. The individual will work directly for the Office of the CAO and integrate with all departments of the organization. The availability of this position is subject to funding approval by Town Council.

Qualifications:

- Enrolled in post-secondary education
- Communicate with co-workers and the general public verbally and in writing
- Ability to organize files with attention to detail.
- Basic proficiency in Microsoft Office (Word, Excel, Outlook)
- Able to be a team player as well as work independently
- Knowledge in municipal government, records retention, or information management will be considered an asset.

Rate of Pay/Hours of Work/Location:

- \$17.70/hour (under review)
- 35 hours/week - Monday to Friday, 8:00 a.m. - 4:00 p.m.
- The employment term for this position will be 16 weeks from May through August.
- Renfrew Town Hall – 127 Raglan Street South, Renfrew ON

***Qualified applicants are invited to submit their resume, stating:
"Town of Renfrew - #25.09 Records Management Clerk"
by 4:00 p.m., Wednesday March 5th, 2025, to:***

Town of Renfrew, Attn: Jenn Fleming, Compensation/HR Specialist
127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: jfleming@renfrew.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.