



Administrative Assistant – Full Time Casual

The Township of Stirling-Rawdon is a lower-tier municipality in Hastings County, Ontario. With a population of approximately 5,000, this friendly community is located just 15 minutes north of Belleville and directly north of Quinte West.

The Township is seeking qualified applicants for the position of Administrative Assistant - Full Time Casual for the CAO and Clerks Offices. The position is Casual (Temporary) to commence in July 2026 and until October 2026. The position will work up to 35 hours per week, Monday to Friday 9 am to 4:30 pm.

Under the direction of the Clerk or designate, the Administrative Assistant provides administrative, clerical and customer service support to the Chief Administrative Officer, the Clerk's Department and other municipal departments as required. The position assists with the efficient operation of the municipal office by providing reception services, preparing correspondence and documents, maintaining records, processing payments, supporting municipal programs and assisting with a variety of administrative functions across all departments.

The position requires excellent organizational skills, sound judgment, attention to detail, and the ability to maintain confidentiality while working in a fast-paced municipal environment.

The preferred candidate will have:

- Excellent customer service and interpersonal skills.
- Strong verbal and written communication skills.
- Excellent organizational skills with strong attention to detail.
- Ability to prioritize work and manage multiple tasks.
- Ability to work independently with minimal supervision while contributing positively to a team environment.
- Ability to exercise discretion and maintain confidentiality.
- Strong computer skills including Microsoft Office (Word, Excel, Outlook and Teams).
- Ability to learn municipal software applications.

Wages: \$21.01 per hour Non-Union

Location: 2529 Stirling Marmora Rd, Stirling, ON

To apply please submit your resume and a cover letter by July 16, 2026 by noon to hr@stirling-rawdon.com. A detailed Job description is provided on the Township's website www.stirling-rawdon.com.

Eligibility Statement

All candidates must:

- be legally able to work in Canada.
- be able to provide acceptable criminal records background check (CPIC).

Equity Statement

In accordance with the Accessibility for Ontarians with Disabilities Act, Stirling-Rawdon Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Clerk at clerk@stirling-rawdon.com or 613-395-3380 ext. 2234 if you require accommodation.

Township of Stirling-Rawdon Job Description

Position Title: Administrative Assistant – Full Time Casual

Department: Administration

Reports to: Chief Administrative Officer and Clerk or designate

Status: Full Time Casual – Non Union

Date Revised: July 9 2026

Job Summary / Purpose

Under the direction of the Clerk or designate, the Administrative Assistant provides administrative, clerical and customer service support to the Chief Administrative Officer, the Clerk's Department and other municipal departments as required. The position assists with the efficient operation of the municipal office by providing reception services, preparing correspondence and documents, maintaining records, processing payments, supporting municipal programs and assisting with a variety of administrative functions across all departments.

The position requires excellent organizational skills, sound judgment, attention to detail, and the ability to maintain confidentiality while working in a fast-paced municipal environment.

Duties and Responsibilities

Customer Service & Reception

- Provide a high level of customer service to residents, visitors and external agencies.
- Answer incoming telephone calls, greet visitors and respond to general inquiries or direct inquiries to the appropriate staff member.
- Receive and process payments and issue receipts and balance transactions as required.
- Receive, sort and distribute incoming mail and prepare outgoing correspondence.
- Assist with general office reception and front counter services.

Clerk's Department Administrative Support

- Provide administrative support to the Clerk and other municipal staff as assigned.
- Prepare correspondence, reports, forms and other documents using Microsoft Office applications.
- Maintain electronic and paper filing systems in accordance with municipal records management practices.
- Scan, file and organize documents to ensure accurate record keeping.
- Assist with data entry and maintenance of municipal databases.
- Assist with Freedom of Information requests in accordance with applicable legislation.

- Assist with lottery licensing, cemetery administration and other legislative services as assigned.
- Provide assistance during municipal elections as required.
- Perform other legislative and administrative duties as assigned.

General Office Support

- Maintain office supplies and assist with ordering inventory.
- Coordinate appointments and schedules as directed.
- Assist with special projects and administrative initiatives.
- Maintain confidentiality of all municipal information.
- Perform other duties as assigned by the CAO, Clerk or designate.

Corporate Administration Support (As Required)

- Assist with asset management administration and maintaining municipal asset records.
- Assist with the preparation of tender and procurement documents.
- Provide administrative support for Human Resources activities including maintaining training records, employee files, scheduling and confidential documentation.
- Assist with health and safety administration, including maintaining records and documentation.
- Assist with payroll administration and employee timekeeping as assigned.
- Assist with fleet, facilities and infrastructure record management.
- Assist with the preparation and tracking of grant applications and reporting requirements.
- Maintain databases and electronic records for municipal operations.
- Provide administrative support to Department Heads as assigned.
- Participate in special projects and process improvement initiatives.

Knowledge, skills and abilities

- Excellent customer service and interpersonal skills.
- Strong verbal and written communication skills.
- Excellent organizational skills with strong attention to detail.
- Ability to prioritize work and manage multiple tasks.
- Ability to work independently with minimal supervision while contributing positively to a team environment.
- Ability to exercise discretion and maintain confidentiality.
- Strong computer skills including Microsoft Office (Word, Excel, Outlook and Teams).
- Ability to learn municipal software applications.

Qualifications and Experience

- Ontario Secondary School Diploma (Grade 12) or equivalent.
- Post-secondary education in Office Administration, Business Administration, Public Administration or a related field is considered an asset.
- Previous administrative or receptionist experience, preferably in a municipal or public sector environment, is considered an asset.
- Experience providing customer service in a busy office environment.
- Experience handling cash and processing payments is considered an asset.

Direct Reports

- None

Working Conditions

- Primarily performed in an office environment.
- Frequent interaction with members of the public, Council, staff and external agencies.
- Prolonged periods of sitting and computer use.
- Occasional lifting of office supplies, files or records (up to approximately 20 lbs.).
- May occasionally be required to attend meetings or work outside normal business hours.

Note: *The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*