



Township of Amaranth Job Posting for Administrative Assistant (12-month contract position)

The Township is seeking a highly organized and customer-focused **Administrative Assistant** to join our Administration Office on a 12-month contract basis. Reporting to the CAO/Clerk, this position is the first point of contact for the public and provides a broad range of administrative, and customer service support across all departments, with a particular focus on the Building and Public Works Departments.

Join Our Team and Embrace the Amaranth Lifestyle!

Discover a rewarding career in a community where sustainability, progress, and quality of life come together. Located in the scenic Headwaters region and within commuting distance of major urban centres, the Township of Amaranth offers the best of both worlds; rural charm and urban accessibility. Join a passionate team making a real difference in a vibrant, welcoming Township.

Benefit from compensation between \$30.66 to \$36.07 per hour, and a comprehensive benefits package with OMERS pension.

Your Opportunity

Reception and Customer Service

- Serve as the first point of contact for all in-person, telephone, and email inquiries
- Provide information and redirect inquiries to appropriate departments
- Receive and process payments (taxes, water, permits, general revenues) and issue receipts
- Process incoming and outgoing mail and coordinate courier services

Administration Support

- Provide administrative support to all departments, with a focus on Building and Public Works
- Maintain records management systems
- Coordinate facility rentals, including contracts, payments, and communication with renters
- Process permits and applications in the Building and Public Works Departments
- Assist with Public Works communications, notices, and safety documentation

What it Takes to do the Job

- Post secondary diploma in Business Administration, or a related field, or equivalent experience

- Municipal Administration Program (MAP) or AMCTO courses considered an asset
- Minimum two years of related administrative experience, preferably in a municipal environment
- Experience with Microsoft Office and general office systems
- Familiarity with Keystone and TOMRMS systems considered an asset
- Ability to manage multiple priorities in a deadline-driven environment

How to Apply

Anyone interested in the position please forward, in writing, a copy of your resume to the attention of:

Nicole Martin
Township of Amaranth
374028 6th Line Amaranth, ON L9W 0M6
Telephone - (519) 941-1007 Fax - (519) 941-1802
nmartin@amaranth.ca

Application Deadline: Friday April 10, 2026 at 4:00 p.m.

The Township of Amaranth is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Personal information will be used to determine eligibility for potential employment and is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.