

**EMPLOYMENT OPPORTUNITY  
HUMAN RESOURCES & PAYROLL COORDINATOR  
PERMANENT FULL-TIME  
POSTING 2026-02**

The Municipality of Mississippi Mills is located a short drive west of the Nations Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

We have an opportunity for a permanent full-time *Human Resources & Payroll Coordinator* to join our Corporate Services team. The Human Resources & Payroll Coordinator provides comprehensive administrative support across human resources and payroll functions, ensuring accurate, timely, and compliant processing. Reporting to the Human Resources Manager, this role supports employee lifecycle activities, maintains confidential records, serves as a point of contact for employee inquiries and is accountable for the administration of payroll. The Coordinator plays a key role in supporting HR operations, ensuring regulatory compliance, and contributing to a positive employee experience.

***Hourly rate of \$33.54 - \$41.23 (40hrs per week)  
To commensurate with experience***

***The ideal candidate will have:***

- A college diploma in Business Administration, Human Resources or a related field
- 3-5 years Payroll and 1 -2 years Human Resources experience
- Strong computer skills with proficiency in Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint and SharePoint.
- Previous experience administering payroll in ADP or other HRIS/Payroll software would be preferred.
- Previous experience in the administration of defined benefit pension plans.
- Excellent interpersonal skills with strong verbal and written communication abilities.
- Proven ability to maintain a high level of confidentiality and professionalism.
- Previous experience in a Municipal Office would be an asset

The Municipality of Mississippi Mills offers:

- OMERS Pension
- 100% Employer Paid Benefits
- Flexible Scheduling
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed resume and cover letter in confidence to Cyndy Woods, Human Resources at [cwoods@mississippimills.ca](mailto:cwoods@mississippimills.ca). The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on February 27<sup>th</sup>, 2026**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

***The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.***

*Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.*