

**EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT – ROADS & PUBLIC WORK
PERMANENT FULL-TIME
POSTING 2026-14**

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 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 *Administrative Assistant* to join our Roads and Public Works team. Reporting directly to the Director of Roads and Public Works, the ideal candidate provides high level office management support for the department, including administration, financial and records management. The Administrative Assistant is the primary contact for the department, responding to general information requests and coordinating department activities.

***Hourly rate of \$28.22 - \$34.69
(40 hours per week)***

The ideal candidate will have:

- Ontario Secondary School Diploma.
- Post-secondary diploma in Office Administration or equivalent experience.
- One to two years' experience preferably in a municipal setting
- Must have a sound working knowledge of Microsoft Office suites, excel, G.I.S. for the production of maps, graphs etc. database and presentation applications.
- Must possess strong client focus and communication skills during all interactions with public and internal correspondence.
- Excellent time management and organizational skills

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. The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on July 12, 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.