

**EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT – PROTECTIVE SERVICES
TEMPORARY FULL-TIME (1 YEAR)
POSTING 2026-01**

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 temporary full-time *Administrative Assistant* to join our Protective Services team. Reporting directly to the Director of Protective Services, the ideal candidate provides high level office management support for the Fire Department including administration, financial management and record keeping related to emergency response, training, fire prevention and public education activities and events. The Administrative Assistant is the primary contact for the department, responding to general information requests and coordinating department activities.

***Hourly rate of \$31.04 - \$38.16 (rates includes 10% in lieu of benefits)
Plus 6% in lieu of vacation***

The ideal candidate will have:

- Minimum Grade 12 education/diploma
- Two years (2) years related experience in an administrative position in a similar office environment.
- Working knowledge of the *Fire Prevention and Protection Act*, the *Fire Code* and other applicable Federal and Provincial Laws as they relate to Fire and Emergency Services.
- Basic understanding of Human Resource legislation and practices.
- NFPA 1035 Public Information Officer or willing to obtain.
- EM 200 Basic Emergency Management or willing to obtain
- IMS 100 Introduction to Incident Management System or willing to obtain
- Excellent interpersonal and customer service skills.
- Proficiency in use of computer systems and software including Microsoft Word, Excel, PowerPoint, Outlook, web-based software (GIS) and data management software.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- 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 January 25, 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.