



Township of South Stormont Employment Opportunity

Position:	Administrative Assistant
Department:	Department of Infrastructure Services
Type:	Permanent, Full-Time (Non-Union)
Hours of Work:	35 Hour work week, Monday to Friday, occasional evening meetings may be required

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 14,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

If you're looking for a workplace that values teamwork, dedication, and growth, the Township of South Stormont is the place for you. Our employees are passionate about making a difference in our community, and we work together to provide professional and high-quality services. We're excited about improving processes, welcoming diversity, and encouraging new ideas and perspectives. With a supportive team and a positive work atmosphere, we encourage employees to build their skills through training and development. Additionally, we value work-life balance and offer flexibility to support our employees' needs. Join a team that cares about your success and well-being.

The Administrative Assistant provides administrative and clerical support including confidential areas to the Infrastructure Services Department under the direction of the Manager of Infrastructure Services. Responsibilities include responding to public inquiries, preparing meeting materials and minutes, maintaining departmental records and databases, preparing quarterly water and wastewater bills and supporting regulatory reporting. The position plays a key role in coordinating permits, licences, equipment inventories, and fleet data while upholding Township policies and safety standards.

The Administrative Assistant is committed to the mission, vision and values of the Township of South Stormont and demonstrates such through ethical conduct, community stewardship, individual initiative and responsive service. They should demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, personal accountability and responsibility.

Compensation and Benefits

The Township of South Stormont strives to be an employer of choice for strong talent dedicated to serving our community, and offer the following:

- Flexible work schedules to support and nurture work-life balance;
- Competitive wages, the 2025 salary range for this position is \$51,846 - \$63,100;
- Enrolment in Ontario Municipal Employees Retirement System (OMERS);
- Substantial internal and external training and development opportunities;
- Compassionate and caring organization that promotes and embraces a culture of health, safety and wellness;
- Strong commitment to providing and maintaining a psychologically safe workplace that is respectful, inclusive, and where all individuals are valued; and
- Paid vacation and personal days.

Application Process

Interested and qualified candidates are invited in confidence to submit their resume and cover letter online, please visit the Careers page of our website at www.southstormont.ca/careers. A copy of the job description for this position is available on our website.

If selected for this role, you will need to provide:

- Successful reference check
- Satisfactory Criminal Record and Judicial Matters Check
- Proof of Certifications

Application Deadline: Wednesday, October 1, 2025 at 12:00 pm.

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at jobs@southstormont.ca. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources. Selected applicants will be subject to an interview process and skill testing to determine eligibility.