



The Corporation of the Township of Otonabee-South Monaghan
Requires a
Full Time Receptionist/Administrative Assistant

The Township of Otonabee-South Monaghan is accepting applications for the position of “**Full Time Receptionist/Administrative Assistant**” to work in the Township’s Administration Department on a full-time basis 35 hours/week – Monday to Friday – 8:30am to 4:30pm.

The Receptionist/Administrative Assistant, under the direction of the Chief Administrative Officer/Clerk, serves as a primary point of contact for residents and the public, providing comprehensive customer service through multiple channels including in-person, phone and email communication.

Key responsibilities include processing various payments for municipal fees, taxes and services; facilitating the booking of recreational facilities and community halls; and supporting residents with on-line booking systems and other digital services. The position also handles telephone and electronic inquiries, directing calls and messages to appropriate departments.

The Receptionist/Administrative Assistant must demonstrate strong financial accuracy, excellent customer service skills, and the ability to adapt to new technology. This role requires the ability to interact with people sensitively, tactfully, diplomatically, and professionally at all times while managing multiple tasks in a fast-paced environment.

The ideal candidate will be proficient in both traditional administrative duties and modern digital systems, ensuring efficient delivery of resident services and support for municipal operations.

Required Qualifications:

- Post secondary education in Business Administration, Office Management, or related field
- Minimum two years’ experience in an administrative/customer service role, preferably in municipal government
- Strong financial accuracy and cash handling experience
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent verbal and written communication skills
- Superior customer service and interpersonal skills
- Demonstrated ability to learn and adapt to new technology and software systems
- Proficiency in database management and record-keeping
- a demonstrated ability in social media and website administration would be an asset

The full job description is available on the Township website at www.osmtownship.ca/jobs

The starting salary for this full-time position is \$48,594. (\$26.70/hr 2025 rate). The full-time position offers group benefits and is part of OMERS. Qualified applicants are invited to submit a detailed resume, outlining qualifications, and related experience by email with “**Application for Full time Receptionist/Administrative Assistant**” in the subject line **no later than 12 noon on Thursday, July 3, 2025 to the attention of Human Resources by email at hr@osmtownship.ca.**

The successful candidate will be required to submit a satisfactory driver’s abstract and criminal background check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request hr@osmtownship.ca or call 705-295-6852 ext. 223. Alternative formats of this job posting are available upon request.