



Job Posting

Full Time Corporate Services Administrative Assistant

The **Township of Douro-Dummer** is a community offering outstanding lifestyle options and is comprised of small and large businesses, farmlands, beautiful lakes and rivers, parks, walking trails, and recreational opportunities.

We are seeking a **Corporate Services Administrative Assistant** who will report to the Clerk. This position will provide administrative support to the Clerk's Department, with a focus on Council, communications and legislative related functions. This position may also provide administrative support to the CAO and other senior managers, as needed.

Applicants will have a post-secondary education in an Administrative or Communications related field or equivalent work experience. Participation in, or completion of, the Municipal Administrative Program is preferred. Advanced proficiency with the Microsoft Suite of programs is required, and the ability to work with related software such as Abode and cloud-based data programs would be an asset. Applicants will have strong communication, customer service and organizational skills.

The salary range for this position is \$28.83 - \$33.92 per hour (34.5-hour work week) plus Health and Dental Benefits and enrolment in OMERS Pension Plan.

Candidates are invited to visit our website to view a more detailed job description for this role. Qualified applicants are encouraged to submit their application to hr@dourodummer.ca. Applications must be clearly marked "Corporate Services Administrative Assistant" and will be received in confidence no later than **Friday, August 1st, 2025 at 4:00pm**.

The Township of Douro-Dummer is an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the Township's goods, services and facilities. If contacted for an employment opportunity, please advise the Township office if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.