

Woolwich Township Job Posting



Date: June 10, 2025
Position: Office Administrative Assistant
Wage Rate/Grade: \$23.00 - \$27.50 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Corporate Services is seeking one (1) temporary, part time Office Administrative Assistant for up to five (5) months, beginning July 2025.

Purpose of Position and Profile:

This position will assist with office administrative tasks while existing staff in the Corporate Services and Financial Services Departments implement a new software application.

Responsibilities:

- Responsible for administrative support to Corporate Services and the Finance Department including, but not limited to, scheduling meetings and data entry
- Assists with filing and maintaining records, including potentially handling confidential information
- Data entry and maintaining data in software applications
- Drafting correspondence and letters to residents and partners
- Responding or tracking responses to customer inquiries
- Ordering and maintaining office supplies and equipment
- Collect, sort, and distribute incoming mail and deliveries
- Provide administrative support to executives or other departments as needed
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements:

- Grade 12 education or equivalent
- Proven experience in an administrative or office support role is required
- Previous experience or knowledge of municipal operations considered be an asset
- Proficient with MS Windows and MS Office applications
- Exhibits strong written and oral communication, customer service, interpersonal, organizational, and conflict-resolution skills
- Proven ability to multi-task, work with tight timelines, exercise discretion and tact, and exhibit attention to detail
- Ability to maintain absolute confidentiality and security in correspondence and documentation
- Ability to work in a fast paced environment with flexibility to adjust workplans as required
- Experience working independently with minimal supervision

Working Conditions

- Hours of work will be up to 21 hours per week, as per operational needs
- Regular office working hours, Monday to Friday, 8:30 a.m. to 4:30 p.m. in a general office environment
- Work is subject to interruptions, often addressing immediate concerns or issues by phone, email, or in-person

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Tuesday, June 17th, 2025**. **Please quote job posting 2025-34.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.