

# Woolwich Township Job Posting



**Date:** February 27, 2026  
**Position:** Administrative and Technical Assistant  
**Positions Available:** One Permanent Full Time

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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.

Infrastructure Services is seeking one (1) full-time Administrative and Technical Assistant due to a vacancy.

## **Purpose of position and profile:**

This position provides administrative and technical support to the Infrastructure Services Department by following established protocols, procedures, and records management practices to ensure compliance with applicable legislation. The role is also responsible for serving as the first point of contact for customer service inquiries, delivering timely and professional assistance to internal and external stakeholders.

## **Responsibilities:**

- Provide general administrative support to the Infrastructure Services Department, including filing and records management, scanning, data entry, and document preparation
- Prepare correspondence and documentation such as circulation lists, meeting agendas and minutes, report packages, public notices, training material, road closures, and special event permits
- Update, organize, and maintain departmental records, logs, and digital filing systems
- Support the coordination and tracking of work orders, service requests, and maintenance activities
- Assist with infrastructure project documentation, including information gathering, database updates, and data consolidation
- Prepare mapping using ESRI application as required
- Maintain and update website content and coordinate social media communications
- Act as a resource in identifying compliance requirements and assist in developing recommendations and action plans to address related issues
- Respond to general inquiries from residents and internal staff in a professional and timely manner
- Perform reception duties, maintain departmental supplies, and serve as the first point of contact for Infrastructure Services
- Provide backup administrative support to the Development Services Department
- Assist with special projects and perform other related duties as assigned

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Post-secondary certificate in Business Administration, Civil/Environmental studies, or related discipline
- A minimum of one (1) year of experience in a municipal environment is preferred
- Knowledge of the Municipal Act and relevant provincial ministries, including the Ministry of Environment, Conservation and Parks (MECP), Ministry of Natural Resources (MNR), Ministry of Transportation (MTO), Ministry of Infrastructure, Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and the Ministry of Heritage, Sport, Tourism and Culture Industries
- Knowledge of, and experience with, database, spreadsheet, and word processing software to gather, analyze, and prepare program data and reports
- Proficiency with ESRI and City Wide software programs
- Strong written and oral communication skills

- Excellent organizational skills and attention to detail
- Demonstrated ability to manage multiple priorities in a fast-paced environment
- Knowledge of general technical terminology, and aptitude for engineering related matters
- Strong interpersonal, conflict resolution, and teamwork skills, with the ability to interact effectively with staff, and the public
- Valid Class G driver's licence in the Province of Ontario and access to a reliable vehicle

This position offers a comprehensive benefit package and an annual salary range of \$60,715.00 to \$75,894.00.

Regular hours of work will be 35 hours per week in an office environment. Typical office hours being Monday to Friday, 8:30 am to 4:30 pm, with flexibility for working evenings and weekends, as required.

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) by **4:00 pm March 13<sup>th</sup>, 2026. Please quote job posting 2026-17.**

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.