



The Township of West Lincoln is hiring an Administrative Assistant

The Township is seeking an **Administrative Assistant** within the Corporate Services Department. Reporting to the Supervisor of Accounting, the Administrative Assistant, performs a wide variety of administrative and financial support services within the Corporate Services Department, which encompasses the Finance, IT and Asset Management Divisions. This role also performs reception duties for the Township Administration Office. The Administrative Assistant is a key customer relations position for the Township, providing exceptional customer service to a diverse public.

What You'll Do:

This role requires a balance of administrative and financial tasks, customer service, and strong communication skills to efficiently support the day-to-day operations of the Corporate Services Department. This position is expected to understand protocol, discretion and professionalism, strong computer skills, and be able to make decisions in accordance with prescribed procedures and practices.

Reception Support:

- Serve as the first point of contact for visitors to the Township Administration Office, providing a professional, courteous, and welcoming experience.
- Answer and direct incoming phone calls, emails, and general inquiries to the appropriate department or staff member, offering basic information regarding municipal services as required.

Finance Support:

- Process cash receipts at front counter; and perform back-up cash receipt duties, as assigned
- Upload and process all Electronic Funds Transfer (EFT) cash receipts daily, allocating payments to tax and water accounts, as indicated by client.
- Respond to property tax and utility billing inquiries at the front counter, telephone, and by email.
- Prepare customer notification letters, such as for NSF transactions or incorrect account numbers noted on EFT cash receipts and process the related charges.

Administrative Support (Corporate Services):

- Provide day-to-day administrative support to the Corporate Services Department.
- Provides direct administrative and operational support to the Department Director
- Deliver daily bank deposits to bank, ensuring timely and secure processing.
- Assist with organizing departmental meetings, including scheduling, preparing materials and agendas, and recording minutes as required.
- Monitor and maintain information and documents on the department's website pages.
- Monitor departmental shared email inboxes and distribute and respond to messages, as needed.
- Manage departmental office supply inventory, including ordering and purchasing standard items.

What We're Looking For:

Education

- Post secondary education in Office Administration, Business Administration, or related field
- Bookkeeping, Accounting, Finance or related courses an asset
- An equivalent combination of education and experience may be considered

Experience

- Minimum 2 years of experience in an administrative assistant role
- Minimum 1 year of experience in handling and processing incoming payments
- Experience in financial or accounting support role is ideal

- Experience working in a municipal office environment an asset
- Experience handling customer inquiries and providing excellent public service in an office setting

Skills

- Ability to work independently, take initiative, and collaborate effectively with other departments
- Strong proficiency in Microsoft Office 365, with an emphasis on Word, Excel, Outlook, SharePoint and Teams, and familiarity with accounting software or financial systems
- Ability to work with project management tools to organize work, manage deadlines, and report on progress considered an asset
- Excellent adherence to maintaining confidentiality of sensitive information
- Strong organizational and multitasking skills, with the ability to prioritize and meet deadlines
- Strong written and verbal communication skills, with a professional and approachable demeanor
- Strong attention to detail and accuracy skills

The Township of West Lincoln offers a competitive salary, a comprehensive benefits package and registration with OMERS pension. The starting wage for this position is currently set at \$29.46 hourly. This is a permanent full-time unionized position (CUPE) working 35 hours per week.

This posting is for an existing vacancy. The role is currently staffed by a contract employee, and the successful candidate will assume the position following the completion of the current assignment.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **Friday March 6, 2026** to:

Human Resources

Email: recruitment@westlincoln.ca

Please put "Administrative Assistant" in the subject line of the email

A detailed Job Description can be found on our website at:

<https://www.westlincoln.ca/en/township-office/jobs.aspx>

We thank all applicants, however, only those selected for an interview will be contacted.

The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.