

JOB POSTING

ADMINISTRATIVE ASSISTANT - CAO/CLERK'S OFFICE

Full-Time Position - 35 Hours per Week – unionized position

Starting salary: \$28.31/hr as per the current Collective Agreement.

The Municipality of Markstay-Warren is inviting applications for the full-time position of Administrative Assistant in the CAO/Clerk's Office. Reporting to the Chief Administrative Officer/Clerk, the successful candidate will provide confidential, organized and responsive administrative support to Council, municipal administration and the public.

Key Responsibilities

- Assist with preparing Council and committee agendas, reports, correspondence, resolutions, by-laws, minutes, notices and meeting materials.
- Provide executive and corporate administrative support, including scheduling, document preparation, research, filing, deadline tracking and confidential human-resources administration.
- Serve as a professional first point of contact for residents, businesses and community organizations; receive inquiries and service requests and direct them to the appropriate staff member.
- Maintain accurate corporate records and support privacy, records-management, electronic filing and municipal communications.
- Assist with municipal elections, cemetery administration, procurement, lottery licensing, emergency planning, insurance and other corporate programs.
- Attend occasional evening meetings and support special projects, peak workloads and other related duties as assigned.

Qualifications

- Post-secondary education in office, business, public or municipal administration, or an equivalent combination of education and experience.
- A minimum of two years of related administrative experience; municipal, public-sector, governance, legal or customer-service experience is an asset.
- Strong proficiency with Microsoft 365, including Word, Outlook, Excel, Teams and SharePoint, along with PDF and electronic records-management tools.
- Excellent written and verbal communication, proofreading, organization, customer-service and public-relations skills.
- Sound judgment, discretion, political neutrality and the ability to manage confidential information and competing deadlines.
- The ability to communicate in both French and English is required. AMCTO or related municipal training is also an asset.

Why Join Our Team?

The Municipality of Markstay-Warren offers a collaborative and supportive workplace where employees contribute to delivering quality municipal services to the community. This position provides opportunities for professional growth while offering competitive wages and benefits in accordance with the current Collective Agreement.

How to Apply

Qualified candidates are invited to submit a cover letter and resume no later than **4:00 p.m. on August 14, 2026** to:

Marc Serre, Chief Administrative Officer/Clerk

Municipality of Markstay-Warren

P.O. Box 79

21 Main Street South

Markstay, ON P0M 2G0

Email: hr@markstay-warren.ca

The Municipality of Markstay-Warren is an equal opportunity employer committed to fostering an inclusive workplace. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants requiring accommodation are encouraged to advise the Municipality when contacted.

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