

The Corporation of the Township of Jocelyn

3670 Fifth Side Road

Hilton Beach, ON, P0R 1G0

admin@jocelyn.ca

705-246-2025 www.jocelyn.ca



Employment Opportunity

Job Title: Casual/On-Call Office Administrative Assistant

Remuneration: Hourly rate of \$22.00-\$25.00 per hour, based on the successful candidate's qualifications, skills and relevant experience.

The Township of Jocelyn is seeking a highly organized and friendly Office Administrative Assistant to be the first point of contact for our Township on a casual/on call basis. The role involves managing front desk operations, handling administrative tasks and supporting daily business functions. The Casual/On Call Office Administrative Assistant is responsible for providing front-line customer service, receiving and addressing public inquiries by phone, email and in person on an as needed basis.

The full job description is available at <https://jocelyn.ca/employment-opportunities/> or by calling 705-246-2025.

Responsibilities

- Answer and direct phone calls in a professional manner
- Greet clients, vendors and visitors
- Maintain filing systems (digital and paper)
- Co-ordinate mail activities (retrieval, drop off, courier, etc.)
- Handle emails and general correspondence
- Support management and team with administrative tasks as needed
- Accept payments and provide receipts
- Receive applications for permits
- Perform ad-hoc general administrative duties to support the Township's operations
- Provide a positive, professional image to the public in a positive and timely manner, ensuring that communication is clear and correct to all members of the community and reporting all customer complaints according to policies.
- Communicate general information effectively to staff, students, volunteers, clients, and Council members through in-person interactions and electronic channels

Requirements

- Minimum High School Diploma, however, post secondary education in office administration or equivalent preferred
- Proven experience in receptionist or administrative role in a municipal environment
- Proficiency with Microsoft Office (Word, Excel, Outlook) and general computer skills
- Cash handling and Point of Sale (POS) experience preferred.
- Strong communication and customer service skills.
- Excellent organizational and multi tacking abilities
- Attention to detail with strong proofreading and data entry abilities
- Ability to handle confidential information discreetly
- Ability to work independently and as part of a team

Please submit your resume and cover letter **by 4:00 p.m. (local time) on Friday, April 24, 2026** to:

Casual Office Assistant
3670 Fifth Side Road
Hilton Beach, ON P0R 1G0

E-mail submissions with the subject line \"Casual Office Assistant\" are acceptable at admin@jocelyn.ca

We thank all candidates for their interest; however, only those candidates selected for an interview will be contacted. Candidates are encouraged to inform of any accommodating requests. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

OFFICIAL JOB DESCRIPTION



Position Title: Casual/On-call Office Administrative Assistant

Key Responsibilities

Position Summary

The Casual / On-Call Office Administrative Assistant provides flexible, as-needed administrative support across various municipal departments. This role ensures the smooth day-to-day operation of office functions by performing clerical, customer service, and organizational tasks. The position is ideal for individuals who are adaptable, detail-oriented, and able to work in a dynamic municipal environment.

Key Responsibilities

- Provide general administrative and clerical support, including data entry, filing, photocopying, scanning, and document preparation
- Respond to public inquiries in person, by phone, and via email in a professional and courteous manner
- Assist with scheduling appointments, meetings, and maintaining calendars
- Prepare correspondence, reports, and other documents using standard office software
- Maintain accurate records, databases, and filing systems (both electronic and paper-based)
- Process forms, applications, permits, or payments in accordance with municipal procedures
- Support front desk/reception duties as required
- Assist with organizing meetings, events, and community programs
- Ensure confidentiality and proper handling of sensitive information
- Provide coverage for staff absences or peak workload periods across departments
- Perform other related administrative duties as assigned

Qualifications & Requirements

Education:

- Secondary school diploma required
- Post-secondary education in Office Administration, Business Administration, or a related field is an asset

Experience:

- Previous administrative or clerical experience preferred
- Experience in a municipal or public sector environment is considered an asset

Skills & Competencies:

- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Ability to learn municipal software systems and procedures quickly
- High level of accuracy and attention to detail
- Ability to handle confidential information discreetly
- Strong customer service orientation
- Ability to handle multiple tasks and adapt to changing priorities
- Ability to work independently and as part of a team

Working Conditions

- Hours are variable and based on operational needs; no guaranteed hours
- Work is primarily performed in an office environment
- Occasional evening or weekend work may be required

Additional Requirements

- Criminal record check may be required
- Valid driver's license may be considered an asset
- Ability to maintain confidentiality and exercise discretion

Accessibility & Accommodation

The Township of Jocelyn is an equal opportunity employer and committed to diversity, equity, and inclusion and encourages applications from all qualified individuals. Accommodation will be provided in accordance with the Ontario Human Rights Code.

Last Updated: April 09, 2026