

INTERNAL/EXTERNAL JOB POSTING COMSER-26-65

Community Services Department

Administrative Assistant

Date Posted: August 06, 2026

Job Type: Permanent/ Full-Time

Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: \$35.68/hr

GENERAL

The Greenstone Community Services Department requires a permanent full-time Administrative Assistant to provide administrative support to the Community Services Department of the Municipality of Greenstone which consists of; Community Services Director, Day Care Centers (2), EarlyON Child and Family Centers (2), Geraldton Family Resource Centre, Geraldton and Longlac Active Living Centers, Adult Protective Services, Nakina Home Support Worker Program and/or any other program/project which may fall under the direction of the Department.

QUALIFICATIONS

- College Diploma in Accounting or Business Administration with 2-3 years experience in an accounting capacity
- Comprehensive knowledge of computers and related software
- Must possess excellent oral and written communication skills
- Knowledge of reporting and accounting procedures for Provincially funded programs
- Vulnerable Sector Police Record Check
- Bilingualism will be considered an asset.

REPORTING RELATIONSHIP

- Reporting to the Director of Community Services
- Communication and liaison with funding Ministries

HOURS OF WORK

- 35 hours per week

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on August 13, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton, ON POT 1M0

Email: al.gordon@greenstone.ca