MUNICIPALITY OF
GREENSTONE

INTERNAL JOB POSTING PW-26-32

Public Services Department

Administrative Assistant

Date Posted: November 25, 2026 Job Type: Permanent/Full-Time
Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: $32.87/hr

GENERAL

The Greenstone Public Services Department requires a permanent full-time Administrative Assistant to provide administrative support to the Public Services Department of the Municipality of Greenstone which consists of Public Works, Parks and Recreation, Airports, Environment, Facilities, Sewer and Water and/or any project or program which may fall under the direction of Public Services.

QUALIFICATIONS

- College Diploma in Accounting or Business Administration with 2-3 years experience in an accounting capacity is preferred
- 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
- Customer service excellency
- Bilingualism will be considered an asset

REPORTING RELATIONSHIP

- Reporting to the Director of Public Services

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 December 2, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton, ON P0T 1M0

Email: al.gordon@greenstone.ca

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.