



EMPLOYMENT OPPORTUNITY

Job Title:	Administrative Assistant – Corporate Services
Position Type:	Full-time
Department:	Corporate Services
Division:	Finance & Clerks
Reports to:	Chief Financial Officer / Deputy CAO
Hours per Week:	35 hours per week
Hourly Rate:	Pay Band 4 (\$32.68 to \$36.78 per hour)
Application Due Date:	Friday, October 16 th @ 12:00pm (noon)

Why Mapleton?

Looking for a role where your work makes a difference close to home? Join our team and be part of a dedicated group of people who work together to support our community and deliver the services residents rely on every day.

As the Administrative Assistant – Corporate Services, you'll play an important role helping keep the Township organized and responsive to community service level demands. You'll have the opportunity to build meaningful relationships with internal and external stakeholders, work alongside a collaborative team, and contribute your organizational and customer service skills to a role that makes a positive difference every day.

Duties and Responsibilities

Key duties of this position include, but are not limited to:

Administrative Support

- Provide general administrative support to the Corporate Services department with focus on finance and clerks operations, including data entry, filing, document management, and responding to routine inquiries.
- Prepare agendas, compile background materials, and distribute documentation for departmental meetings
- Prepare correspondence, populate forms, and build presentations, as required.
- Assist with lottery license administration, commissioning activities, by-law administration and tracking
- Maintain Vital Statistics records and update, as required

- Provide administrative support to the Municipal Clerk in the planning and delivery of municipal elections every four (4) years in accordance with the Municipal Elections Act, 1996, including candidate filings, voter information, election worker coordination, and election records management.

Customer Service

- Serve as a welcoming and responsive first point of contact for residents, visitors, businesses and stakeholders
- Provides information, as appropriate, or refers to the appropriate departmental staff for further assistance, utilizing a wide general knowledge of departmental and governmental activity
- Build positive relationships with stakeholders, promoting an inclusive, accessible, and welcoming customer service experience

Data Entry and Financial Transactions

- Responsible for processing inbound payments (in-person / digital) and issuing receipts where applicable.
- Verify payment information for accuracy and completeness, ensuring funds are applied to the correct customer accounts and revenue categories
- Process cash, cheque, debit, electronic funds transfers, pre-authorized payments and online transactions in accordance with municipal policies and financial controls.
- Responsible for bringing deposits to the Township's banking institution, ensuring timely processing

Records and Document Management

- Maintain Township records in compliance with TOMRMS and the approved retention schedule
- Ensure accurate tracking, storage, and retrieval of municipal documents
- Assist with document digitization and records management initiatives.

Qualifications

The successful candidate must be able to satisfy the following criteria:

- Diploma or certificate in Office Administration, Public Administration, Business Administration, or a related field.
- Knowledge of municipal government operations and procedures.
- Familiarity with Ontario municipal legislation including the Municipal Act, 2001 (Ontario) and Municipal Freedom of Information and Protection of Privacy Act.
- Minimum 3 years' experience in customer service, administration roles.
- Strong work ethic and desire to grow in profession
- Strong organizational and time management skills
- Strong commitment to external and internal customer service.
- A continuous improvement mindset.
- Minimum clean class G driver's license required.

Working Conditions

Work is primarily within an office environment with frequent use of computers. Work will also involve consistent interaction with members of the general public.

HOW TO APPLY:

Applications, including a resume and cover letter **in pdf format** can be submitted via email to hr@mapleton.ca or in-person at the Township office (7275 Sideroad 16, Drayton, ON) on or before **October 16, 2026 @ 12pm (ET)**.

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

The Township of Mapleton values the unique skills and experiences each individual has to offer and we are committed to creating an inclusive and accessible organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation to participate fully in our recruitment processes, please let us know when we contact you.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact lwheeler@mapleton.ca.