



Receptionist/Administrative Assistant Employment Opportunity

The Township of Stone Mills is a lower-tier municipality with a population of approximately 7800 residents located in central Lennox and Addington County which is comprised of 11 rural settlement areas. Stone Mills is home to a number of lakes, rivers and natural attractions that offer quality rural living with convenient access a number of urban communities including Kingston, Napanee and Belleville.

The Township is looking for a dynamic customer service focused individual to join our team. The Receptionist/Administrative Assistant will be the first point of contact for customer service-related inquiries and will provide a wide range administrative support. The ideal candidate will have at least one year of relevant post-secondary education in Business Administration, Office Management, or a related field and a minimum of one year of relevant experience. The full job description can be found on our [website](#). Posting Closes March 23, 2025 at 5:00pm.

Position Summary

The Receptionist/Administrative Assistant, under the direction of the Treasurer, serves as a primary point of contact for residents and the public, providing comprehensive customer service through multiple channels including in-person, phone, and email communication.

Key responsibilities include processing various payments for municipal fees, taxes, and services; facilitating the booking of recreational facilities and community halls; and supporting residents with online booking systems and other digital services. The position also handles telephone and electronic inquiries, directing calls and messages to appropriate departments.

This role provides essential back-office support to various departments, including but not limited to document preparation and processing, data entry, filing, scanning, photocopying, and assisting with administrative projects as needed. The position will also support staff meetings, maintain office supplies, and help coordinate general office operations.

The Receptionist/Administrative Assistant must demonstrate strong financial accuracy, excellent customer service skills, and the ability to adapt to new technology. This role requires the ability to interact with people sensitively, tactfully, diplomatically, and professionally at all times while managing multiple tasks in a fast-paced environment.

The ideal candidate will be proficient in both traditional administrative duties and modern digital systems, ensuring efficient delivery of resident services and support for municipal operations.

Interested candidates are requested to submit a cover letter and resume by **5:00pm, Sunday, March 23rd, 2025** clearly marked "**Receptionist/Administrative Assistant**":

Please send to:

Township of Stone Mills
Jason White, CAO
4504 County Rd 4
Centreville, Ontario
K0K 1N0
Email: careers@stonemills.com

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

The Township of Stone Mills is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.