



**Full time Summer Student Employment
Administrative Assistant
(May-August 2025)**

The Township of Stone Mills has an opening for a Full Time Summer Student, Administrative Assistant position. Reporting to the Township Clerk, this position will be responsible for a wide-range of administrative duties that could include reception, data entry, filing (electronic and paper), policy research and general administrative support functions with the intention of providing the successful candidate exposure to Municipal Administration and experience in a corporate office setting.

The ideal candidate will have the following skills and/or qualifications:

- A minimum class G2 License, with access to personal transportation;
- Previous experience in a high paced office environment;
- Strong customer service and complaint resolution skills;
- Strong research skills;
- Experience in cash handling, account reconciliation and general understanding of accounting functions will be considered an asset;
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point);
- Ability to work independently with limited supervision and as part of a team;
- Must be returning to post-secondary education in September 2025 (Grant requirement) – Business Administration or Accounting preferred.

The full-time student position for 2025 will consist of a maximum 37.5-hour work week with an hourly wage of \$19.78 plus 4% in lieu of vacation. All other terms of employment will be in accordance with the Township of Stone Mills Human Resource Policy and the Employment Standards Act.

To view the full Job Description, please visit our [Website](#).

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