



TOWNSHIP OF ADMASTON/BROMLEY

Employment Opportunity

Part-Time 6-Month Contract – General Office Assistant

The Township of Admaston/Bromley is accepting letters of application for the position of Contract General Office Assistant. The primary functions of this position are to provide general administrative support to the various departments of the municipality.

Education/Qualifications:

- Ontario Secondary School Diploma (OSSD) required;
- Municipal experience will be considered an asset – Primarily:
 - Experience with elections;
 - Experience with land use planning & assisting Chief Building Official
- Competency with Microsoft Applications (Word, Excel, PowerPoint);
- Competence with various administrative, financial, website management and social media software;
- Strong oral, written and interpersonal communication skills;
- Strong organizational and time management skills with particular attention on providing excellent customer service;
- Adapt to changes in process and systems;
- a Clear Criminal Reference Check.

Compensation \$22.21 - \$26.12 per hour, in lieu of benefit package paid 14.1%, 4% vacation pay and Statutory Holidays as per the Employment Standards Act.

Approximately - June 2026 – November 2026 (2 / 7 hour days per week)

A more comprehensive job description found on the Township's website www.admastonbromley.com

Please send your application, including a detailed resume, stating:

CONTRACT - General Office Assistant
by 3:00 p.m., Friday, May 22nd, 2026 to:

Township of Admaston/Bromley
477 Stone Road
Renfrew ON K7V 3Z5
Fax (613) 432-4052
e-mail: cao@admastonbromley.com

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

The Township of Admaston/Bromley is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Township of Admaston/Bromley will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.