

Administrative Assistant

Town of Osler

Posting Date: May 19, 2026

Reporting to the Chief Administrative Officer (CAO), the Deputy Chief Administrative Officer supports the day-to-day operations of the municipal office. This position plays a key role in keeping the office organized, responsive, and running smoothly, while providing support across administrative, financial, and public-facing functions.

Working closely with the CAO, Council, and staff, this role contributes to service delivery, operational efficiency, and maintaining strong relationships within the community.

The Town of Osler prides itself on maintaining a positive and collaborative workplace culture. We are a supportive and team-oriented office where employees work closely together, contribute across departments when needed, and value respectful communication, adaptability, and service to the community.

Key Responsibilities

Municipal Administration

- Assist the CAO with overall administrative duties, including the coordination of municipal operations and services.
- Support the implementation of Town policies, programs, and budgets.
- Provide leadership and guidance to municipal departments and staff.
- Communicate effectively with staff, and the public.
- Solve operational and administrative problems, ensuring the smooth running of the municipality.
- Manage and maintain administrative records, reports, and documentation.
- Ensure compliance with municipal legislation, policies, and procedures.

Financial & Taxation Support

- Provide clerical and administrative support for municipal financial processes, including bank reconciliations, data entry, and general ledger support
- Assist with budget preparation, audit support, and required reporting
- Support assessment and taxation processes, including data maintenance and general administration
- Assist with payroll and HR-related documentation as required
- Provide backup support to finance functions during absences or peak periods

Customer Service & Public Support

- Serve as a primary point of contact for residents - by phone, email, and in person
- Respond to inquiries or direct them to the appropriate staff member
- Ensure requests are handled in a timely, professional, and courteous manner
- Provide information in accordance with municipal policies, bylaws, and legislation

Communications & Community Support

- Assist with maintaining and updating the Town website
- Support social media, public notices, and community communications
- Assist with public programs, and events as required

Operational & Organizational Support

- Assist with implementing municipal policies and procedures
- Support special projects and administrative improvements
- Provide coverage and support during staff absences, including for the CAO when required
- Participate in training to stay current with municipal legislation and best practices

Qualifications & Competencies

- Grade 12 diploma; post-secondary education in business, administration, or a related field
- Experience in an administrative role; municipal or public sector experience preferred
- Exposure to financial or accounting processes
- Proficiency in Microsoft Office, particularly Excel
- Experience with Munisoft or other municipal software
- Ability to manage multiple priorities and adapt in a fast-paced environment
- Able to build positive working relationships across departments and with the public
- Ability to handle sensitive and confidential information with discretion
- A team-first attitude and willingness to pitch in wherever needed

If you are organized, adaptable, and take pride in supporting others, we encourage you to apply. The Town of Osler offers a positive, team-oriented environment where your work has a direct impact.

Please apply by June 2 and include 2–3 managerial references with your application.

Submissions can be sent to sarah@townofosler.com

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