



Township of Ryerson

Employment Opportunity

Administrative Assistant

The Township of Ryerson, with a population under 1,000, is a picturesque, rural municipality situated just west of Highway 11, half an hour north of Huntsville, Ontario.

The Township is seeking a versatile, personable individual to fulfil the role of Administrative Assistant, who will assist the municipality in efficiently delivering services that will facilitate the growth, resilience, and sustainability of the community.

This is a permanent position, at a minimum of 15 hours per week. Additional hours may be required based on operational needs. Hours are flexible and will be determined based on the candidate's availability and at the discretion of the CAO. The wage range for the position is \$23.58 to \$29.48 per hour. The Township offers enrollment in the OMERS pension plan and a health spending allowance, after successful completion of the probationary period.

This position is responsible for performing a variety of Treasury and other general municipal administrative functions, including but not limited to:

- Processing accounts payable and accounts receivable
- Performing bi-weekly payroll runs
- Receiving, entering, and reconciling property taxation and general payments
- Answering phones, receiving inquiries from the public and responding or escalating

A detailed job description is available on the Township website at www.ryersontownship.ca.

Interested applicants are invited to submit a cover letter and detailed resume referencing 'Administrative Assistant' by email to admin@ryersontownship.ca no later than:

November 7, 2025 at 11:59 p.m.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Township of Ryerson is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.