Township of Whitewater Region

EMPLOYMENT OPPORTUNITY

Located within the scenic Ottawa Valley and bordered by the Ottawa River, the Township of Whitewater Region is a dynamic place to live, work and play. Known worldwide for whitewater rafting and kayaking, we offer a variety of year-round activities such as golfing, snowmobiling, camping, boating, fishing and cross-country skiing. From our vast acres of farmland to our small, unique hamlets and villages to our wide expanses of water, the Township of Whitewater Region invites everyone to experience rural and urban life in perfect harmony.

Corporate Assistant

Full-Time Permanent

Reporting to the Deputy Treasurer, the Corporate Assistant provides administrative support to ensure the effective and efficient operation of the municipality. This role involves managing day-to-day onsite office tasks and supporting the Corporate Services Department and other Departments as required. The Corporate Assistant provides customer service and administrative support to the Corporate Services Department.

Position Qualifications:

- Grade 12 or equivalent.
- Six months experience in providing administrative support.
- Minimum of three months of municipal and/or finance experience required.
- Training in finance and bookkeeping preferred.
- Time management proficiency in managing one's own schedule and deadlines.
- Customer service and cash handling experience required.
- Demonstrated financial literacy.
- Computer proficiency and attention to detail.
- Demonstrated organizational, multi-tasking and interpersonal skills.
- Ability to work independently with the necessary communication and writing skills with a strong sense of public service.

Compensation: $51,451 - $59,607 per annum (2026 rate), (35 hours per week, with OMERS and comprehensive benefits package)

Please forward your detailed resume with covering letter (in MS Word or pdf format), referencing "Corporate Assistant" to jobs@whitewaterregion.ca

Application Deadline: November 27th, 2026, by 4:00 p.m.

For a full job description, please visit our website www.whitewaterregion.ca.

The Township is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection.