



**Municipality of Southwest Middlesex
Customer Service & Office Administrative Assistant (Summer Contract)**

Department: Legislative Services/Clerk

Rate of pay: \$18.20 - \$21.30

Hours: 37.5 hours per week

Vacancy reason: Summer contract

Description of position:

Under the general supervision of the Manager of Legislative Services / Clerk, the Customer Service & Office Administrative Assistant provides front-line customer service and administrative support to the Municipal Office, Council, and departments. The position is responsible for responding to public inquiries, processing payments, maintaining records, and supporting daily office operations in a professional, confidential, and efficient manner.

This role serves as a key point of contact between the municipality and the public.

Qualifications, experience and education:

- Valid driver's license (G)
- Strong computer skills in Microsoft Office suite (Word and Excel)
- Experience with customer service in person and over phone
- Self-starter, dedicated to independent task completion
- Be between 15 and 30 years of age
- Legally entitled to work in Canada
- Will not have another full-time job
- Be able to work days during May/June to August 31st (Dates subject to change)
- Experience with administrative tasks such as filing, research and records management is an asset

See the full job description at www.southwestmiddlesex.ca.

How to Apply:

Please submit your resume and a cover letter outlining your qualifications and relevant experience to the Manager of Legislative Services/Clerk, Colleen Kelly, at clerk@southwestmiddlesex.ca by **Friday, February 27, 2026 at 4:30 p.m.** In your cover letter, please specify why you are interested in the position and how your skills align with the job requirements.

We thank all applicants for their interest in joining our team. Only those selected for an interview will be contacted.

Southwest Middlesex is an equal opportunity employer and is committed to inclusive recruitment and selection processes. Please advise us, confidently, of any accommodations needed to ensure your access to a fair and equitable process.