



Position: Administrative Assistant - Reception

Status: Contract – 6 months (to fill a leave)

Start Date: ASAP

Salary Range: \$27.29 – \$31.93/hour, based on a 35-hour work week

Location: Parry Sound, Ontario

Closing Date: 4:00 p.m. on Thursday, September 24, 2026, resume and cover letter in one PDF document

Overview of the Opportunity

Reporting to the Manager, Finance & Customer Service (Deputy Treasurer), this existing position is the first point of contact on behalf of The Archipelago. The Administrative Assistant – Reception position is key to ensuring the municipality achieves its objectives of offering fast, efficient customer service which creates a “value added” experience for our residents.

Who we are

The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Archipelago acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnidoo Gamii Biosphere.

Who you are

You want to be part of a municipality with an environmental focus. You want the work you do to make a difference. You pride yourself in your customer service abilities while enjoying supporting a team environment where everyone has an opportunity to contribute to shared goals. You like problem solving, sharing administrative expertise and are comfortable handling cash.

Why work for us

Our Administration Office, located in the hub of Parry Sound, overlooks the Seguin River and is only steps away from the Rotary and Algonquin Fitness trail where you can immerse yourself in the beauty of the Georgian Bay shoreline.

In addition to the beauty of the area you will have the option to participate in the Ontario Municipal Employees Retirement System (OMERS) pension plan.

What You'll Do

Administrative Support

- Responsible for public facing operations at The Archipelago, including greeting the public and answering questions about municipal facilities and services.
- Act as primary Receptionist for The Archipelago. Screen and direct incoming calls to appropriate employees.
- Perform day-to-day clerical and administrative tasks, including filing, data entry, maintaining administration files and record systems, cash receipting, managing incoming and outgoing mail, and monitoring the general information email account.
- Prepare cash deposits for bank, input all incoming payments into the Archipelago's financial system.
- Organize and assist in food service pick up for council meetings and other meetings as required.
- Assist employees with courier and other administrative needs as required.
- Maintain office equipment and maintenance records, the supplies inventory and replace as needed, ensure adequate postage is available and oversee photocopiers as required.
- Other duties as assigned.

Education

- Minimum High School Diploma or 1 -2 year College diploma in Business Administration, an asset.

Experience and Skill

- Excellent judgement, tact, time management, organizational, and customer service skills.
- Proficient with Microsoft Office 365 (including Word, Excel, Outlook)
- Familiarity with data input into a financial software or systems an asset.
- Ability to work under pressure and lift to 40 lbs.
- Good problem-solving skills and a commitment to confidentiality and professional ethics.
- Valid Driver's License a must.

Refer to job description, at www.thearchipelago.ca, for a complete description.

Resumes to be directed to: Human Resources Department, The Archipelago

Email: HR@thearchipelago.ca, resume and cover letter in one pdf document