

**EMPLOYMENT OPPORTUNITY
CUSTOMER SERVICE REPRESENTATIVE
PERMANENT FULL-TIME (POSTING 2026-21)**

The Municipality of Mississippi Mills is located a short drive west of the Nations Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

We are currently seeking an ***Administrative - Customer Service Representative*** to join our team. Reporting directly to the Deputy Treasurer, the ideal candidate will provide efficient and courteous client services to our patrons. The incumbent will possess the ability to multi-task and adjust to competing priorities with acute attention to detail. Accountabilities also include responding to incoming calls & emails, processing payments and invoices, general administrative duties, updating and maintaining vital statistics data and supporting the Finance Team.

***\$23.50 to \$28.89 per hour
(40 hours per week)***

The ideal candidate will have:

- Demonstrated experience working in a customer service environment.
- Preference will be given to candidates who possess a post-secondary diploma in administration, business or a related field.
- Minimum of 1-2 years' experience in a related field, preferably in a municipal setting
- Effective communication and interpersonal skills.
- Previous experience working in an accounting/finance environment would be preferred.
- Excellent organizational and prioritization skills with the ability to multi-task; attention to detail is a must.
- A sound working knowledge of MS Office software applications and adaptability to program specific software.
- Ability to work with personal information and maintain strict confidentiality.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- 100% Employer Paid Comprehensive Benefit Plan
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

Qualified candidates are invited to submit a detailed résumé and cover letter in confidence to **Cyndy Woods, Human Resources**, at cwoods@mississippimills.ca.

Please include the position title in the subject line of your email and label your résumé and cover letter with your first and last name.

Applications must be received **no later than 12:00 noon on October 30, 2026**.

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.

The Municipality of Mississippi Mills is an equal opportunity employer. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you. All information received relating to requests for accommodation will be addressed confidentially.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.