



**Corporate Services
Administrative Assistant**
(35 hours/week)

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

The Town is seeking a dynamic self-starter to join our team and make a difference. Supporting the Corporate Services Department, the successful candidate will play a high impact role in the professional and efficient function of our Corporate Services Department.

Key Duties and Responsibilities:

- Provide administrative support to the Human Resources Advisor.
- Provide administrative support to the Director of Corporate Services/ Treasurer and Finance team.
- Provide backup coverage and support to the Receptionist /Revenue Clerk including receiving incoming visitors, telephone and counter inquires/payments, processing daily payments and reconciling revenue accounts.
- Perform daily cash balancing.
- Assist with mail retrieval and delivery to the Post Office.
- Provide banking duties for the Department as required.
- Maintain Corporate Services filing system including assisting with the archival process.
- Update Corporate Services webpage.
- Assist with special projects as required.
- Arrange meetings and reservations.

Skills and Qualifications:

- Minimum Post-secondary diploma in Office Administration, Accounting or related discipline.
- Minimum three (3) years' experience in an administrative setting. Equivalencies in job experience may be taken into consideration.
- Appreciation for the need for tact, diplomacy and confidentiality.
- Superior customer service and communication skills.
- Demonstrated organizational abilities.
- Strong analytical abilities with good attention to detail and numerical accuracy.
- Proficiency with Microsoft Office Suite.
- Ability to multi-task and prioritize.

Position Type: Full-time, permanent

Wages: Band E of the pay grid system (\$27.31-\$31.72) per hour

Benefits include a comprehensive benefit package, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

Qualified applicants are invited to submit their resume by **Monday April 8, 2024 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.