



SMITHS FALLS

RISE AT THE FALLS

The Town of Smiths Falls Requires

Booking and Administration Clerk – Community Services

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9,000. 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 a high quality and affordable life for its residents, with beautiful heritage buildings, a charming downtown, world-class museums and recreational facilities. Enjoy our thriving cultural scene with live music, foodie finds, a local brewery, and dozens of community events – all at the heart of the Rideau Canal, Ontario's only UNESCO World Heritage site and a gateway to the region's abundant lakes and waterways.

Reporting to the Director of Community Services, this position provides customer service and administrative support services for the Community Services office/department. Strong customer services skills are required to work with our online scheduling/booking of ice, halls fields, and other municipal facilities.

The ideal candidate will have a post-secondary degree in Business Administration or related discipline (equivalent experience and education will be considered) along with excellent writing skills.

Related work experience includes a minimum of three (3) years preferably in a municipal or recreation/community development.

The Town of Smiths Falls provides a competitive compensation and benefits package. To explore this challenging opportunity further, qualified applicants are invited to submit a confidential cover letter and resume **before Friday December 14, 2018, at 12 noon** to:

Lynda McKimm
Human Resources Advisor
by email to lmckimm@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those under consideration will be contacted. Information is collected for the purpose of job selection under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

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