

**Community Services Administrative Assistant**

RECRUITMENT 2025-COMM-02

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 of Smiths Falls is seeking a highly motivated and customer focussed **Administrative Assistant** to join the dynamic team in Community Services. As an integral part of the Community Services Department, the Administrative Assistant will provide comprehensive administrative support to the operations and programming teams of the department.

**Key Duties and Responsibilities:**

- Provide frontline customer service and support to the Department.
- Manage customer relations and oversee user groups, including facility, parks and ice bookings, scheduling and invoicing.
- Manage Community Services Point of Sale system; ensure appropriate and accurate revenue reporting is being completed in a timely manner.
- Coordinate the community Crossing Guard program.
- Administer the Facility Maintenance Work Order System.
- Act as alternate staff support to Committees of Council in the Director's absence.
- Assist with community events as required.

**Skills and Qualifications:**

- Recreation Facilities Management course or equivalent education or experience.
- Minimum three (3) years' municipal experience in an administrative role would be considered an asset.
- Experience in parks and recreation would be considered an asset.
- Valid Ontario drivers' licence
- Ability to work flexible hours (weekends and nights), if needed
- Customer Service skills and demonstrated ability to develop and maintain positive relationships.
- Ability to maintain confidentiality and interact professionally in all capacities.
- Excellent oral, written and interpersonal communications.
- Advanced software skills, including Microsoft Office Suite, Adobe and scheduling software, etc.

**Position Type:** Full-time, permanent  
**Hours of Work:** 35 hours per week  
**Location:** Smiths Falls Memorial Community Centre

**What we Offer:**

**Wages:** Band F of the pay grid system (\$30.46-\$35.41) per hour  
**Benefits:** A comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-COMM-20 by **Friday April 11, 2025 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 [careers@smithsfalls.ca](mailto:careers@smithsfalls.ca)

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

*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.*