

**Corporate Services Student
RECRUITMENT - 2025-CORP-08**

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 accepting applications for **one (1) Corporate Services Summer Student**.

Under the direction of the Director of Corporate Services/Treasurer and Clerk you will assist with administrative duties including assisting with the implementation of the Corporate electronic document management system.

Skills and Qualifications:

- Currently enrolled in post-secondary education in Business Administration, Public Administration, Records Management, Law Clerk or related field.
- Proficient in Microsoft Office Suite and confident in navigating new software.
- Excellent communication and interpersonal skills.
- Strong Analytical and data management skills.
- Exceptional organizational skills and keen attention to detail.
- Ability to work independently and within a team environment.
- Ability to maintain confidentiality during and following employment with the Town of Smiths Falls.
- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record and Driver's Abstract.

Position Type: Seasonal (May- August)
Location: Town Hall, 77 Beckwith St. North
Hours of Work: 35
Monday to Friday, 8:30 a.m. to 4:30 p.m.
Wages: \$18.00-\$19.00

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-CORP-08 by **Friday March 7th, 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

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.