

Building Services Administrative Assistant

RECRUITMENT 2025-DEV-21

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)** full-time permanent **Administrative Assistant in the Building Services Division**. **The Administrative Assistant is** responsible for providing administrative support to the Chief Building Official and Building Services division.

Key Duties and Responsibilities:

- Respond to public enquiries via the telephone or in person respecting building permit status, fees and other building permit related concerns.
- Complete preliminary review of building applications.
- Provide administrative support to Building Services including preparing correspondence and reports, arranging inspections and meetings and managing records (paper and electronic).
- Maintain database software including geographic mapping systems.
- Process and issue business licenses as the Business Licensing Officer.
- Respond to general planning inquiries in the Planning Clerk's absence.
- Assist with departmental projects and tasks as required.
- Participate in the budget preparation.

Skills and Qualifications:

- Post-Secondary diploma in Office Administration.
- Minimum two (2) years prior related work experience.
- Exceptional computer skills, particularly Microsoft Office 365.
- Proven experience in records management and database entry.
- Proven ability in handling sensitive, confidential information.
- Ability to multi-task and prioritize independently.
- Strong customer service/public relations and communication skills.
- Must be highly motivated to work both independently and in a team environment.
- AMCT designation and/or BCIN Legal Course considered an asset.
- Familiarity with the Ontario Building Code Act is considered an asset.
- Experience using Geographic Mapping Systems considered an asset.

Position Type: Non - Union, Full-time, permanent
Hours of Work: 35 hours per week Monday to Friday (8:30 a.m. to 4:30 p.m.)
Work Location: In office. Town Hall, 77 Beckwith St. North

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-DEV-21 by **Wednesday April 23, 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.



SMITHS FALLS

RISE AT THE FALLS

TOWN OF SMITHS FALLS

JOB DESCRIPTION

POSITION:	Human Resources Administrative Clerk
DEPARTMENT:	Corporate Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	Band F
SUPERVISOR:	Human Resources Advisor
REVISION DATE:	February, 2025

POSITION SUMMARY AND SCOPE: The Human Resources Administrative Clerk provides effective and confidential support to the Human Resources division. The Human Resources Administrative Clerk plays a vital role in ensuring smooth and efficient operations by assisting with a wide variety of administrative human resources tasks.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Human Resources division including word processing, photocopying and distribution of materials in a timely and accurate manner.
- Provide assistance with the recruitment process as required including posting internal and external recruitments, booking interviews, preparing interview packages and following up with candidates as required.
- Assist with the organization of staff events, professional development and training.
- Arrange meetings and reservations.
- Assist with Human Resources projects and initiatives.
- Assist with the implementation and maintenance of a new HR database and attendance tracking (timesheet) system including data entry.
- Assist with records management including filing, scanning and archiving of paper and electronic records.
- Assist with the preparation of audit material.
- Provide administrative support and back up to the Payroll Coordinator.
- Update the Corporate Services and Human Resources webpages as required.
- Handle incoming and outgoing mail including arranging couriers and deliveries.
- Order office supplies as required.
- Other duties as assigned.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Post-secondary diploma in Office Administration.
- Minimum two (2) years experience in an administrative setting.
- Proficiency in Microsoft Office 365 Application.
- Experience with creating fillable forms with various software platforms.
- Proven ability in handling sensitive, confidential information and the ability to exercise discernment in all areas of work.

- Superior strong customer service and interpersonal skills, a professional demeanor and excellent communication skills.
- Strong organization skills with a solid knowledge of record keeping demonstrated organizational abilities.
- Strong analytical abilities with good attention to detail and numerical accuracy.
- Ability to multi task and prioritize.
- Valid Driver's licence.
- Satisfactory Criminal Record Check and Driver's Abstract.

WORKING CONDITIONS:

Town Hall, 77 Beckwith St.

This position will be scheduled to work 35 regular hours/week. On occasion some after hour work may be required to complete special projects or requests. Any work to be completed in addition to the regular work week must adhere to the provisions included in the Employment By-law.

SAFETY:

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff
EXTERNAL	Stakeholders and General Public