



Administrative Service Representative – Building Services

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

This position reports to the Manager of Municipal Building Officials as well as taking guidance and directions from the Executive Assistant, Planning and Growth. The administrative service representative role will provide positive and professional administrative support to the operations, ensuring good customer service for internal and external customers and assisting others in the service areas under their portfolio. This position is responsible for the following duties:

What you will be doing

- Provides positive and professional administrative support to the operations
- Works daily with expected or legislated deadlines
- Ensures positive and professional customer service for internal and external customers
- Monitoring and editing of current web content
- Research and analysis of data primarily using excel
- Processes claims, invoices, journal entries, permits etc.
- Records management for the division
- Scheduling and coordinating of meetings & event (could include evenings)
- Creation and distribution of meeting materials

Education

2-year post-secondary education studies in Business Administration, Office Management, or relevant studies.

Experience and Knowledge

- Over six months, up to and including one year of experience in a related field.
- Knowledgeable and proficient in the use of all manner of technologies and computer applications including (but not limited to) Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher), Internet, records management system, web content editor (iCreate), SharePoint, GIS (OnPoint), POS, Maximo, CLASS, cityONE, AMANDA, Accessible document software, Active net

We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.

Worker Health and Safety Awareness Training Certificate from the Ministry of Labour

Your compensation

The Administrative Service Representative positions are within Grade 5 of the inside workers union

Salary Schedule and have an annual salary range of \$59,459 to \$63,209. These positions work 35 hours per week, in accordance with the collective agreement.

Comprehensive Benefits Package and OMERS Pension Plan included.

Location of position

This position is located at City of Cambridge City Hall, Cambridge, Ontario.

Hours of work

This position work 35 hours per week, 8:30am to 4:30pm in accordance with the collective agreement.

Advertisement expiration date

Interested candidates should apply at www.cambridge.ca/careers. This posting will close on November 28, 2025.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.