



**SAULT
STE. MARIE**

Job Vacancy

Position: Office Assistant
Job Posting: CD005-018-2025
Department: CDES
Division: Active 55+ (Seniors)
Status: Part Time

Wage Range: \$19.35
Job Class: 4
Shifts: < 30 hours / week
Posted: March 4, 2025
Closes: April 1, 2025, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Assist with the reception of clients to the Centre.
- Be knowledgeable regarding all program information for Senior Services and to disseminate information to clients.
- Prepare requisition information for the purchase of supplies and equipment, record purchasing information and ensure completion of all necessary documents.
- Accept program/course registration and ensure required documentation is completed including the handling of payments and computer registration.
- Maintain inventory of office supplies.
- Under the direction of the Recreation Programmers assists in supporting programming needs in daily operation and for special events.
- Perform office/clerical duties as required (such as filing, records keeping and reception).
- Assist with collection of statistics, preparation of rosters and program attendance.
- Assist with training staff at front desk.
- Ensure security systems and alarms are active and operational, as required.
- Maintain a thorough working knowledge of the City's Health & Safety policy and procedures.
- Perform all other related duties, as may be required.

Qualifications:

- Secondary School Diploma.
- College Diploma in Office Administration, is an asset.
- One year working in an office environment.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Ability to read, write and communicate to perform the duties of the position.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CD005-018-2025 Office Assistant

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*

www.saultstemarie.ca/jobs