



**SAULT
STE. MARIE**

Job Vacancy

Position:	Office Assistant	Wage Range:	\$19.87 / hour
Job Posting:	CD032-198-2026	Job Class:	4
Department:	CDES	Shifts:	up to 30 hours / week
Division:	John Rhodes Community Centre	Posted:	October 2, 2026
Status:	Part Time	Closes:	October 9, 2026, 4:30pm

Primary Duties and Accountabilities include, but are not limited to:

- Assist with the reception of clients to the Centre.
- Knowledgeable of program information and to disseminate information to clients.
- Office/clerical; including filing, records keeping, reception, etc.
- Accept program/course registration and ensure required documentation is completed including the handling of cash and computer registration.
- Maintain inventory of all office supplies.
- Assist with statistical collection for yearend report.
- Assist with training staff at the front desk.
- Prepare requisition information for the purchase of supplies and equipment, record purchasing information and ensure completion of all necessary documents.
- Maintain record of attendance for staff and enter information into payroll system.
- 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:

- Diploma in Office Administration Program; or equivalent training and/or experience
- 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
- Physical Demands Analysis of the jobs (regularly lift over 10 kg)
- Bronze Cross, is an asset

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 CD032-198-2026 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 Integrated Accessibility Standards Regulation, Part III, Employment Standards.*
- ❖ *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.*