



## **EMPLOYMENT OPPORTUNITY**

The Township of North Dundas is actively seeking a professional and organized individual to fill the full-time position of Administrative Assistant within the Recreation & Culture Department.

Reporting to the Director of Recreation & Culture, the Administrative Assistant provides administrative and clerical support to the Department. Responsibilities include preparing correspondence and reports, coordinating meetings and minutes, managing confidential records, processing registrations and facility bookings, supporting purchasing and invoicing, responding to public inquiries, and assisting with special projects.

The ideal candidate has a minimum of Grade 12 education (post-secondary in administration preferred) and at least two years of administrative experience, preferably in a municipal environment. Strong communication, organizational and problem-solving skills are essential, along with professionalism, initiative and a commitment to public service. Proficiency in Microsoft Office is required.

Experience with municipal software, basic accounting, or recreation programming are considered assets.

**Applications will be accepted until February 27<sup>th</sup>, 2026 @ 4pm.**

**Please submit your resume and cover letter to:**

**[careers@northdundas.com](mailto:careers@northdundas.com)**

**Subject line: Rec Administration**

*The Township of North Dundas is an equal opportunity employer and is committed to providing accommodations in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request for candidates participating in all stages of the recruitment and selection process.*

**TOWNSHIP OF  
NORTH DUNDAS**

*JOB DESCRIPTION*

JOB TITLE: Administrative Assistant	LAST REVISION DATE: February 9, 2026
REPORTS TO: Director of Recreation & Culture	Approved by: Council
WAGE LEVEL: Grade Three \$53,556 - \$63,758	EFFECTIVE DATE: December 7, 2021

**Position Summary:**

Reporting to the Director of Recreation & Culture, this position provides a variety of administrative and clerical support to the Recreation & Culture Department, and other Departments as needed. This position is also required to maintain confidentiality and professionalism in interactions with employees, management and the public.

**Position Qualifications:**

- A minimum of Grade 12 education; post-secondary diploma in Administration or a related discipline is preferred.
- Must be a minimum of 19 years of age +
- Two years of experience in an administrative role with experience with the general public, preferably in a municipal environment.
- Excellent interpersonal and communication skills with the ability to defuse tense situations with the public.
- Excellent written communications with the ability to draft and proofread documents.
- A strong commitment to public service with a demonstrated record of excellent attendance, punctuality, and reliability.
- Ability to organize Departmental activities, meet deadlines and work under pressure.
- Organizational skills to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility, and demonstrate initiative.
- Good problem-solving skills and the ability to research potential solutions and make a recommendation.

- Adaptable to changing work environment and multi-tasking between unrelated disciplines.
- Commitment to confidentiality and professional ethics.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- General computer and network skills to be able to trouble shoot IT problems and find solutions in coordination with the County IT support department.
- Resourceful and flexible.
- Ability to work with minimal supervision .
- Knowledge of Vadim, Univerus, Bids & Tenders, SharePoint, and eScribe software would be considered assets.
- Knowledge of the TOMRMS filing system is considered an asset.
- Familiarity with accounting concepts would be considered an asset.
- Familiarity with aquatics and swimming lesson levels, as well as sports fields and arena ice sports, would be considered an asset.
- Bilingualism would be considered an asset.
- Smart Serve Certificate would be considered an asset.

**Other Requirements:**

- Valid Class G Driver's Licence.
- Satisfactory criminal background check.

**Position Description:**

- Provide administrative and office support to the Director of Recreation & Culture and/or other Department Heads.
- Schedule appointments, meetings, training courses, etc., prepare necessary materials and transcribe minutes as required.
- Prepare minutes and notes from staff or committee meetings, as required.
- Compose/prepare external and internal correspondence, memos, reports, tenders, contracts, agreements, grant applications, by-laws and other confidential documents and papers for the Director of Recreation & Culture.
- Design & print signage and written notices of a general nature, as per instructions.
- Manage internal and external communication with the Director of Recreation & Culture's office.
- Present a positive and professional image of the municipality to all visitors, staff, Council and the public.
- Enter any complaints received into complaints tracking system and assign to appropriate staff member.

- Maintain files and records systems and ensure that confidential, sensitive and restricted corporate and employee information to which this position is privy, is received/prepared, processed and protected.
- Troubleshoot computer problems in consultation with County IT support department.
- Take on special projects as assigned by the Director of Recreation & Culture eg. research, source and contact contractors, businesses and specialists to source materials, equipment, and services.
- Be the primary booking agent for sports field, hall, and other facility rentals.
- Perform program registrations.
- Contact program participants in the event of program cancellation etc.
- Purchase of goods and services as authorized by the Director of Recreation & Culture.
- Stock bar supplies and product as needed.
- Provide backup coverage with front counter inquiries and cash receipting duties.
- Assist with general telephone inquiries as required.
- Prepare invoices for accounts receivable.
- Assist with proper assignment of invoices for accounts payable.
- Support purchasing processes.
- Other duties shall be as assigned as required.

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**