



SARNIA ONTARIO

The Corporation of the City of Sarnia
Corporate Services Division, Finance Department

requires an

Administrative Assistant, Finance

Vacancy Number: 2024-43

Job Status: Temporary, Full-time (35 hours per week), for a period of up to 6 months

Union: [CUPE Local 3690](#)

Hourly Rate: \$23.52 - \$36.18 (Group E, 2023 rates)

Closing Date: July 10, 2024

About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the city boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate.

Ranked one of the most affordable medium-sized city in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County. As an organization, the City of Sarnia places a priority on the health and safety of its employees, including a focus on work-life balance through unique vacation and compensatory time offerings, alongside exceptional salaries and benefits including employee and family assistance.

About the Position

We are seeking a dedicated and enthusiastic individual to join our finance team as an Administrative Assistant. In this role, you will be the cornerstone that supports the City Treasurer and the Finance team, ensuring smooth and efficient operations.

You will provide top-notch administrative support while collaborating seamlessly with all departments and levels of the organization, maintaining clear communication and effective coordination. This position demands a high level of professionalism, and the ability to juggle multiple tasks in a fast-paced environment.

Position Requirements

- College diploma in Office Administration or Accounting
- Six (6) to twelve (12) months of related administrative experience

An acceptable combination of equivalent education and experience may be considered.

Demonstrated Skills and Abilities

- Intermediate level skills in Microsoft Office applications
- Excellent spelling and grammar skills
- Excellent verbal and written communication skills
- Exercising sound judgment and discretion in anticipating and solving problems

- Exceptional planning, organizing, and time management skills to manage the demands of multiple priorities and deadlines
- Able to work effectively independently and as part of a team

How to Apply

Candidates are invited to submit a resume in confidence to hr@sarnia.ca with the subject line: **2024-43 – Administrative Assistant, Finance**. We appreciate the interest of all applicants, however, only candidates being invited for an interview will be contacted.

Please note that testing may form part of the recruitment process.

Additional Information

We are an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and Indigenous persons. Appropriate accommodation will be provided upon request throughout the hiring process as required by the *Accessibility for Ontarians with Disabilities Act (AODA)* and the *Ontario Human Rights Code*. Information received relating to accommodation and diversity will be addressed confidentially.

Personal information is being collected under the authority of the *Municipal Act* and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to the City Clerk, 255 Christina St. N., Sarnia, ON N7T 7N2, 519-332-0330 ext. 3366.