

Administrative Assistant, Transit

The City is seeking an experienced Administrative Assistant to join our dedicated Transit team.

Job Status: Permanent Part time

Division: Engineering & Operations

Department: Transit

Union: [CUPE 3690](#)

Salary: \$25.84 - \$39.76 (Group E)

Vacancies: 1

Closing Date: February 26, 2026

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 community 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 cities 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.

The Role

Responsible for providing comprehensive administrative support to ensure the efficient operation of the Transit department including coordinating service-related information, responding to inquiries and complaints, and maintaining records and documentation, while upholding confidentiality and records retention requirements.

Qualifications

- Two (2) year Diploma in Office Administration or related field
- Six (6) months of related work experience

The Candidate

The successful candidate should possess the following experience, knowledge and competencies:

- Strong knowledge of administrative practices, data entry, recordkeeping, and confidentiality standards.
- Experience preparing reports, maintaining databases, and managing regulatory or safety-related documentation.
- Demonstrated customer service skills, with the ability to respond professionally to public inquiries and coordinate follow-ups.
- Excellent communication, organization, and time-management skills with high attention to detail.
- Ability to work collaboratively, adapt to changing operational needs, and support multiple tasks in a fast-paced environment.

Please note that the recruitment process may include testing.

Why Work With Us

It's an opportunity to work in a dynamic and collaborative environment where your organizational skills, attention to detail, and professionalism will be highly valued.

The City offers competitive salaries alongside extended health, dental and travel benefits, life insurance coverage, access to our Employee & Family Assistance Plan (EFAP), and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

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 accommodations 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.

Please note this recruitment is for a current vacancy.