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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Administrative Assistant, Division (Parks & Fleet)

Employment Type: Contract, Full Time (2 years)

Location: Aurora, Ontario

Salary Range: \$62,055.59 - \$76,107.29

Vacancy Reason: Temporary Replacement

Closing Deadline: April 27, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Manager, Parks and Fleet, the Administrative Assistant, Parks and Fleet provides comprehensive administrative and reception support to the Manager, Supervisors, and the Division.

Responsibilities

- Provide administrative support for the day-to-day operations of Parks, Forestry, Horticulture, and Fleet Services, including coordinating meetings and responding to correspondence.
- Respond to telephone and email inquiries from residents, internal departments, and external stakeholders in a timely and professional manner.
- Maintain and organize digital and physical filing systems, ensuring the accuracy and integrity of divisional records.
- Prepare reports and correspondence; review and process invoices; and support procurement and contract administration activities, including extensions, change orders, purchase orders, and specification/document review.
- Monitor and track divisional operating and capital budgets, and assist in the administration of programs, data collection, and statistical reporting.
- Support payroll processes by assisting with staff timecard reviews, and preparing and maintaining staff and training schedules, as required.
- Ensure compliance with procurement by-laws, policies, and procedures to support efficient operations and adherence to approved budget allocations.
- Assist in the preparation of tender documents; verify that all required vendor documentation is complete; ensure invoices are accurate, appropriately coded, and processed in a timely manner.
- Coordinate contract management activities by ensuring vendor purchase orders remain current, including preparing required documentation for change orders and contract extensions.

Qualifications

- Minimum of three (3) to five (5) years of progressively responsible administrative

experience, preferably within a municipal environment.

- Post-secondary education in Business Administration, Office Administration, Public Administration, or a related field.
- Exceptional interpersonal and communication skills, both verbal and written, with a strong attention to detail and accuracy.
- Demonstrated ability to prioritize tasks, manage multiple responsibilities, and work effectively under pressure to meet deadlines, while exercising sound judgment and discretion with confidential information.
- Proven ability to communicate courteously and effectively with tact and diplomacy across all levels of staff, as well as with the public, community groups, and external agencies.
- Advanced proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.