



The Town of Newmarket, Central York Fire Services
Requires an **Administrative Assistant – Inventory & Logistics**
Regular Full-Time (35 hours per week)

About Newmarket

Newmarket, Ontario is a vibrant and forward-thinking community that leads with care. As one of the most densely populated municipalities in the province, we're proud to embrace bold, community-centered initiatives - like transforming the historic Mulock Property into our very own Central Park and revitalizing urban corridors to enhance livability and connection.

Join us in shaping a community that's truly *well beyond the ordinary*.

Central York Fire Services



Central York Fire Services is a full-time consolidated fire service providing excellent public education, fire prevention, and emergency fire services to the residents of Aurora and Newmarket. These two vibrant communities are protected by a fire service that is able to respond effectively and competently to a wide range of emergencies and hazards, through our Mission: To serve with professionalism, honour and integrity.

With a full-time department of 163 staff, Central York Fire Services responds to approximately 5000 emergency calls each year; operating out of five fire stations, three in Aurora and two in Newmarket, with Station 4-5 in Aurora also serving as the Administrative Headquarters.

Who are we looking for?

Under the direction of the Fire Chief, the Administrative Assistant is responsible for administrative support to the Deputy Fire Chiefs, Assistant Deputy Chief, Platoon Chiefs, Training and Fire Prevention divisions; handling calls, inquiries, correspondence, emails, Station Notices, Meeting Minutes, and committee support. The handling of sensitive and confidential matters; preparing reports, and spreadsheets; performing general research; compiling and preparing various types of reports and statistical data; maintaining records and file systems including administering the electronic records management system; developing and maintaining databases; assisting with event planning, minute taking and website administration.

In addition, the **Administrative Assistant - Inventory & Logistics** is responsible for providing direct administrative support to the Deputy Fire Chief, Operations & Training handling a variety of communications, and assisting with RFP processes. Responsible for all activities related to inventory control, materials supply, and processing. Tracks and monitors all supplies required, checks invoices against purchase orders, and ensures Fire Stations have required materials/supplies. Coordinates activities for fleet/truck repair, maintenance, and licensing, maintain data statistics related to truck servicing.

How do I qualify?

- Formal post-secondary education in public administration or business administration or a related field of study and a thorough working knowledge of general administrative support function or an equivalent combination of education and experience.
- Courses in Inventory Control, warehouse and distribution management would be an asset.
- Working knowledge of municipal government and applicable legislation preferably relating to Fire Services.
- A high-level proficiency in a computerized environment utilizing a variety of programs. Preference for Microsoft Office (Word, Excel, PowerPoint, Outlook), multi-line phone system.
- Working knowledge of electronic data management systems with the ability to develop and run queries (i.e. Firehouse, JD Edwards).
- Excellent written presentation skills and the ability to prepare concise and professional reports and presentations.
- Demonstrated ability to create intermediate to advance excel spreadsheets with an understanding of data analysis principals.
- Excellent organizational, interpersonal and problem-solving skills with the ability to manage multiple tasks and priorities in a demanding environment.
- A team-oriented person with demonstrated initiative, a strong attention to detail and accuracy is required.
- Strong written and verbal communication skills with a proven ability to work effectively and confidentially with all levels of management and the public.
- Research and basic analysis skills to support the compilation of information and assist in the preparation of reports and correspondence.
- Ability to work independently and prioritize workload and maintain confidentiality.
- Work is physical in nature and requires physical ability and agility to carry, bend, and lift items of various weights, up to 50 pounds with assistance. Physical ability to place materials on shelves, at times with use of a step stool or step ladder. Lift items above shoulder height.
- Ability to deal courteously and effectively with co-workers, the public, ratepayers, other department staff/levels of government, utilities, suppliers, and community/charitable organizations.
- Class "G" License in good standing required and a reliable vehicle to use on corporate business.

Salary: \$61,772 - \$77,215

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **August 13, 2026** quoting file number **26-164**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.