



King is Hiring
Administrative Assistant – Community Services
Full-Time, Contract (12 months)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Director of Community Services the Administrative Assistant – Community Services is responsible for the following:

- Assists department managers in project administration (capital projects, development and waste management).
- Draft internal communications including memos, content for CAO communications etc.
- Assists with the coordination of set up of PICs (facility bookings, presentation materials, etc.) and attends to facilitate sign in and comment sheets.
- Assists with travel arrangements and accommodation bookings.
- Responsible for monitoring and ensuring membership and accreditation programs are up to date and liaising with applicable department staff where required.
- Responds to internal and external inquiries in a timely manner.
- Uses departmental knowledge and competence to promptly receive, respond to and log complaints from residents, forwarding to appropriate staff and recording action taken.
- Ability to find information and provide customers quick and accurate responses using multiple internal resources.
- Effectively manages CRM including client interaction, work order creation, assignment of work flow and associated follow up.
- Acts as a liaison between the Director and Managers and other staff members and external parties to exchange/retrieve information.
- Inquires and corresponds with the Director, Managers and staff within Community Services, as well as other internal departments and external agencies about availability for meetings and follows up on meeting requests.
- Prepares routine correspondence, meeting minutes, memos and circulates to appropriate personnel, and follows up on action items.
- Reads, analyzes and redirects external correspondence sent to the Director, as requested.
- Files documents and maintains the general filing system.
- Prepares records and documentation for semi-active or non-active documents/records in Community Services for off-site storage (capturing box contents, setting proper retention, contacting facility staff for retrieval and working with Records Manager to review content lists).
- Navigates and completed searches in EDRMS to locate and request retrieval of archived boxed records for staff, as requested.
- Assists the Records Manager on FOI requests to retrieve Community Services documentation related to submitted requests.
- Assists in the preparation of procedures, report generation and analysis.
- Completes background research and compiles information and data for review, briefing and consideration, as requested.
- Prepares and mails out regular correspondence to residents, users, community organizations as required.



- Acts as the primary liaison to ServiceKing and responds to counter inquiries in absence as required.
- Drafts and edits internal and external correspondence.
- Processes all Community Services invoices and applies the proper GL codes and budgetary information for ELT sign off.
- Provides financial/budget allocation background information to Director and Managers, as requested.
- Involvement in invoice/financial review meetings for large scale operational works, and performs financial/budget analysis upon request.
- Completes office supply orders for staff as required.
- Plans, schedules and orders materials (food, drinks, etc.) for meetings luncheons and events.
- Provides data entry support in the development of the annual budget for the administration division and in collaboration with other department members, offers support towards the annual business plan.
- Maintains and updates leave request calendars for approved time off for full time staff for Director.
- Prepares and processes payroll information for management sign off.
- Manages, tracks and coordinates the delivery of uniforms to all staff on an annual basis or as new and seasonal staff are hired.
- Coordinates key management systems for municipal facility access for internal and external staff, customers or contractors.
- Performs other related duties as assigned.

The successful applicant will possess:

- Minimum of two (2) year Community College Diploma in Recreation, office management or related field.
- Minimum of three (3) years' experience in a municipal environment performing administrative support duties to departmental staff and senior management, handling a broad range of administrative matters.
- Must possess a working knowledge of Microsoft Office, proficiency in Microsoft Dynamics CRM and Diamond GP; working knowledge of Xplor Recreation a definite asset.
- Experience in planning and organizing appointments, meetings, conferences and events.
- General knowledge of municipal government operations, with experience in Community Services considered an asset.
- Excellent verbal and written communication, customer service and organizational skills.
- Experience preparing agendas, taking minutes and identifying action for follow-up.
- Experience in the preparation, drafting and formatting of standard correspondence and reports.
- Ability to research and prepare information in a timely manner.
- Ability to develop and implement effective administrative work policies and procedures.
- Ability to prioritize conflicting tasks in a busy, deadline drive environment.
- Must be resourceful, adaptable and possess a high degree of initiative.
- Thorough knowledge of record keeping.
- Familiarity with principles of project administration.

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Must be able to work with minimal supervision.
- Must be able to demonstrate a tactful and considerate approach when dealing with challenging situations.
- Must be able to deal courteously and effectively with all levels of staff, the public and external agencies.
- Must be legally authorized to work in Canada.



Salary Range/Wage Rate: \$36.82 per hour (2026 rate)
Classification: Full-Time, Contract (12 months)

Vacancy Disclosure:

This posting is intended to fill an existing vacancy

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on July 3, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.