



City of Niagara Falls POSITION VACANCY

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 41
Position:	Temporary Clerical Talent Pool
Work Schedule:	Varied (see below)
Hourly Rate(s):	Varied (see below)
Posting Date:	June 12, 2025
Closing Date:	June 30, 2025 at 4:00 pm

The City of Niagara Falls is currently accepting applications from reliable, adaptable, and engaged individuals to join our Temporary Clerical Talent Pool.

Overview:

Team members may be required to temporarily fill both short-term and long-term vacancies across various departments. Work assignments will be determined by the Corporation based on operational needs. Some roles may involve extended hours, variable schedules, and different work locations. Assignment details will be communicated as soon as they are confirmed, though in some cases, notice may be limited.

This role is critical in representing the City in a professional and courteous manner. Successful candidates must have strong interpersonal, communication, and customer service skills, and the ability to manage multiple tasks in a team-based environment.

Responsibilities and Duties:

As part of our clerical support team, members will be responsible for a variety of administrative and office support tasks including but not limited to:

- Providing receptionist and front-line customer service
- Responding to public and internal inquiries
- Drafting and preparing correspondence
- Maintaining and organizing records and filing systems
- Scanning, photocopying, and mail processing
- Ordering, receiving, and distributing office supplies
- Assisting with financial tasks such as billing, reconciliations, and statement preparation
- Supporting staff with research, special projects, and meeting preparation

Minimum Qualifications:

- Post-secondary education in Business Administration, Accounting, or a related field
- Minimum keyboarding speed of 50 words per minute
- Previous experience in a clerical or administrative office setting
- Proficiency in Microsoft Word and Excel (intermediate level)
- Experience with financial systems, scheduling software, and databases
- Ability to successfully complete computer skills testing

Work Schedule:

The hours of work are typically Monday to Friday, 35 to 40 hours per week; however, some assignments may require evening and/or weekend availability.

Compensation:

The hourly rate varies depending on the specific position assignment; however, the minimum starting rate is \$26.56 per hour.

Individuals have the opportunity to join the OMERS pension plan and, after successful completion of the probation period, are eligible for benefits.

How to Apply:

To start your career with us today, please submit your cover letter and resume through the City's website at www.niagarafalls.ca/jobs. The application deadline is **Monday, June 30, 2025 at 4:00 pm**.

Please note, during the recruitment process, individuals will be subject to testing.

The City of Niagara Falls is dedicated to creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.