

Operations Clerk – Fire & Emergency Services (Job # 2025-101-IE)

Department:	Fire & Emergency Services
Status:	Part Time, Permanent
Date Posted:	November 14, 2025
Date Closing:	November 28, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	24 hours per week (5 day schedule)
Salary:	\$34.92 - \$39.28 per hour
Flexible Working Arrangements:	No
Vacancy Reason:	New Position

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If you are contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Our Fire & Emergency Services team is seeking a reliable and organized Operations Clerk to support daily operations. Reporting to the Deputy Fire Chief, Support Services, this role provides administrative, financial, and customer service support to the department. Key responsibilities include payroll and timesheet entry, records management, data analytics, tracking staff hours and leave, processing orders and invoices, managing office inventory, coordinating schedules and permits, and assisting with meetings and events. The position requires accuracy, attention to detail, and strong communication skills to ensure effective support for both internal teams and the public.

Qualifications and Requirements:

- Minimum Grade 12 education, including demonstrated written, verbal and mathematical literacy
- Working knowledge of municipal administration requirements with minimum 12 months' experience
- High degree of accuracy, attention to detail, and record keeping skills
- Effective organization skills, ability to prioritize and meet deadlines regularly
- Advance interpersonal skills, with the ability to interact effectively with all municipal staff, elected officials, residents, suppliers, and contractors
- Working knowledge in Microsoft Office-Outlook, Word, Excel, HRIS software, records management systems
- Excellent customer service, interpersonal, verbal and written communication skills

How to apply:

Please forward your resume along with a separate file outlining why you believe you are best suited for this position, in confidence by **November 28, 2025, at 4:00 p.m.**, identifying **Job # 2025-101-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.