

Executive Assistant to CAO (Full Time Permanent)

(Job # 2019-005-IE)

Department:	Office of the CAO
Status:	Full-time, Permanent
Date Posted:	January 8, 2019
Date Closing:	January 22, 2019 4:30 p.m.
Number of positions:	1
Scheduled Hours/Shifts:	35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary:	\$60,314-\$73,393

Position Purpose:

The Executive Assistant will provide administrative assistance to the Chief Administrative Officer and Deputy CAO as well as confidential assistance to Town Department Heads. This position will act as a recording secretary for Senior Management Team meetings. The Executive Assistant will chair regular meetings of departmental Administrative Assistants and coordinate the resolution of administrative issues and associated policy development.

Qualifications and Requirements:

- College Diploma in Executive Administrative Science, Business Administration or related discipline
- Minimum 5 years proven municipal work experience providing administrative assistance to senior management
- Certification in Municipal Administration an asset
- Thorough working knowledge of executive administrative processes; familiarity with Municipal Act, Municipal Elections Act and MFIPPA
- Excellent verbal and written communication skills
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, dignitaries, other government/agencies, and the media; ability to build collaborative working and community relationships, and internal and external alliances
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint
- High degree of accuracy, attention to detail and record keeping skills
- Knowledge of budgeting and financial transaction processes
- Availability to attend evening meetings

How to apply:

Please forward your resume in confidence by **January 22, 2019 at 4:30 p.m.**, identifying Job # 2019-005-IE in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

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