



CITY OF THOROLD Executive Assistant to the CAO

The City of Thorold is accepting applications for the position of Executive Assistant to the Chief Administrative Officer (CAO). This is a non-unionized position reporting to the CAO, the Executive Assistant position is responsible for providing confidential administrative support to the CAO. This position performs a variety of responsibilities in support of the CAO and to provide general information and assistance to the public.

The City of Thorold invites you to submit your resume if you possess:

- College Diploma or University Degree in Business Administration, Public Administration or a related field
- Minimum of five (5) years of progressive experience working in a senior administrative or executive support role preferably within a municipal environment
- Experience in public relations is an asset
- Completion of the Municipal Administration Program through AMCTO is an asset
- Ability to interpret by-laws, legislation, policies as required
- Ability to prioritize tasks and work independently
- Ability to work under pressure and meet deadlines
- Strong time-management and organizational skills with a keen sense for accuracy and attention to detail
- Ability to maintain confidentiality and security of confidential information is essential
- Proficiency in MS office applications (Word, Excel, Power Point, Outlook etc)
- Demonstrated excellent communication and customer service skills
- Demonstrated understanding of how municipal government operates

ADDITIONAL INFORMATION

- Position requires ability to manage multiple priorities, quickly respond to changing priorities
- Must be able to deal effectively with the public and staff
- The CAO carries many portfolios within his mandate and as such requires an extremely flexible and organized Executive Assistant to help facilitate the effectiveness and efficiency of this diverse role

The City offers a competitive yearly salary ranging from **\$63,764.00** to **\$73,815.00** (35 hours per week). Additionally, the City provides comprehensive benefits including health & dental package, access to an Employee and Family Assistance Program and enrollment in OMERS pension plan. A complete job description is available on the City website at www.thorold.ca .

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources at hr@thorold.ca no later than **Wednesday May 19, 2021**.

Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.