

Township of Black River-Matheson



An Equal Opportunity Employer
Posting Closes May 31, 2024

is currently accepting Resumes for the following:

Executive Assistant to the CAO

Position Requirements and Qualifications

- ✓ Community College Diploma in Office Administration, Marketing, Business, Communications, Public Relations or a related discipline
- ✓ University degree in Marketing, Business, Communications, Public Relations or a related discipline is an asset.
- ✓ 1 year experience in any of the above noted disciplines
- ✓ Strong research, analytical and communication skills
- ✓ Able to work independently and in a group setting.
- ✓ Strong knowledge and experience in the use of the Microsoft Office suite of programs
- ✓ Knowledge of graphic design software and website content management systems is an asset (Umbraco preferred)
- ✓ Knowledge of digital photography and related computer software is an asset.
- ✓ Valid Ontario Driver's License
- ✓ Successful Criminal Reference Check
- ✓ French speaking is an asset but not required.

Position Description

- ✓ Reports to the Chief Administrative Officer
- ✓ Under the direction of the Chief Administrative Officer (CAO), the Executive Assistant to the CAO is accountable for providing an exceptionally high level of confidential administrative and executive support for the management and organization of all administrative matters on behalf of the CAO and the Directors of the Township.
- ✓ This position is generally responsible for maintaining general awareness of local and municipal matters, Township priorities, policies, and issues including managing competing priorities to support the expanding needs and initiatives of the Township. This position acts as representative of the Corporation and maintains a professional working relationship with staff, members of Council, government agencies and the public.

The successful candidate will be required to provide the following:

- ✓ Criminal Background Reference Check
- ✓ Submit certified original copies of diploma/certificates and other documentation as requested.
- ✓ Copy of driver's license and driver's abstract

Compensation

- ✓ Annual Remuneration - \$57,980 - \$69,024
- ✓ 35 Hours per Week
- ✓ Full Benefits Plan
- ✓ Participation in the OMERS Pension Plan

Interested?

Submit your introductory letter and resume by May 31, 2024 to:

The Township of Black River-Matheson
367 Fourth Ave
Matheson, Ontario
P0K 1N0

Via email – cwray@twpbrm.ca

To obtain a full job description or for more information, contact by email cwray@twpbrm.ca or call 705-273-2313 (Ext 321)