



Town of Erin

Executive Assistant to the CAO

Job description and duties are currently under review

Department: Strategic Initiatives

Position Title: Executive Assistant to the CAO

Reports To: Chief Administrative Officer (CAO)

PURPOSE & SCOPE OF POSITION

Under the direction of the CAO, the Executive Assistant provides executive-level support to the CAO in the day to day operations of the Town. Previous municipal experience in a similar role and the ability to deal professionally with confidential issues and provide senior-level executive support will be key success factors in the role.

Position Requirements

Education

- Successful completion of post-secondary degree in a related field (political science, public administration)
- Formal Executive Assistant training is highly desirable.
- Formal Public Relations – Corporate Communications training is highly desirable.
- Formal Human Resource training is highly desirable.

Experience

- **Minimum five years of government experience, preferably local.**
- Demonstrated knowledge of municipal government functions.
- Proven ability to handle high-stress environments with professionalism, confidentiality and tact.
- Well-developed written and verbal communication skills, with the ability to communicate effectively and tactfully.
- Superior customer service reflecting a positive, outgoing and professional demeanor.
- Ability to maintain confidentiality.
- Strong critical thinking, problem solving, conflict resolution skills;

Responsibilities

- Acting as a first point of contact for the Office of the CAO, the incumbent will respond to inquiries from internal and external stakeholders.
- The incumbent will ensure efficient coordination and administrative support services to the CAO by preparing confidential correspondence and reports, by receiving mail, conducting research, arrange meetings, and drafting responses on the CAO's behalf.
- Maintain an efficient and fully confidential filing system.
- Manage and maintain schedules for the CAO by ensuring all meetings are properly recorded and documented in calendars.

- Arranging, rescheduling, cancelling and confirming appointments and meetings.
- Working independently with minimal supervision, prioritizing own workload with the ability to plan ahead and work as a part of an established team is required.
- Provide hospitality for visitors to the CAO, including the preparation and cleaning of meeting rooms.

Working Conditions and Environment

- The incumbent will be working primarily out of the Town offices.
- The forgoing represents a reasonable statement of the requirements of this position.

Please apply to HR@ERIN.CA by 4:00pm, Wednesday, December 9th, 2020.

In order to be considered for this position, a resume and a cover letter of no more than 1500 words must explain how you will exceed the above expectations. Concrete examples must also be provided.
