



Job Posting – Permanent Full Time

Date of Posting: October 4, 2024

Position: Executive Assistant

Department: Administration

Job Function: Reporting to the CAO and Clerk, the Executive Assistant will perform a wide variety of complex clerical duties requiring a high level of confidentiality, initiative, independent judgment and extensive working knowledge of municipal administrative procedures. The incumbent will have daily interactions with the public (residents, businesses and organizations), other municipalities, municipal departments, and Council; In addition, the Executive Assistant will manage the day-to-day activities and communications on the municipal website and social media platforms.

Duties include, but are not limited to:

- Maintaining departmental files;
- Prepare correspondence as required;
- Respond to enquiries from the public;
- Compile information from various sources for reports and working papers for departments;
- Assist with duties required from the Lottery Licensing Officer;
- Administrative support to the Joint Health and Safety Committee;
- Administrative support to the Labour Management Committee;
- Corporate communications including website, print and social media, and development and distribution of the monthly municipal newsletter.

Required Skills:

- Graduation from a related college program and/or 3 to 5 years of related experience. Other combination of formal schooling and experience may be considered equivalent.
- Strong computer skills: Excel, Word, Outlook.
- Knowledge of municipal operations would be an asset.

Hours per Week 35 hours per week

Deadline for Applications: Friday, October 25, 2024 at 2:00 pm

Submit cover letter and detailed resume marked “Confidential” to:

The Corporation of the Township of Manitouwadge
Attn: Florence MacLean, Chief Administrative Officer
1 Mississauga Drive, PO Box 910
Manitouwadge, ON P0T 2C0
Email: cao@manitouwadge.ca

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, .S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.