



Township of St. Clair Office of the CAO

The Township of St. Clair is currently seeking an **Administrative Assistant to CAO, Mayor and Senior Management**. Working directly under the supervision of the CAO, this position is responsible for maintaining the confidential administrative support and personnel functions in the Department including administrative duties for Mayor, Deputy Mayor, Councillors, Senior Management and Human Resources Coordinator.

This position offers an annual salary of \$52,129.51-\$65,161.88 based on a 35-hour work week along with a competitive benefits package complete with extended health and dental benefits, and enrollment in OMERS (Ontario Municipal Employees Retirement System) pension plan.

Education and Qualifications:

The preferred candidate will have a College Diploma in Office Administration - Executive and a minimum of two – three years' related experience or an equivalent combination of education, training and experience.

Related experience to include demonstrated administrative skills including proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint) and database software; excellent oral and written communication skills; demonstrated superior interpersonal and customer service skills including the ability to handle confidential information with discretion; and general knowledge of municipal government and related matters considered an asset.

Candidates are invited to submit a resume in confidence to hr@stclairtownship.ca by January 24, 2024.

Please note this document is available in alternative formats upon request, to accommodate individuals with a disability beginning with the recruitment process. The Township of St. Clair is committed to providing accommodations for people with disabilities. If you require accommodation, please contact the Clerk's office and we will make all necessary arrangements to meet your needs.

St. Clair Township values the diversity of the people it hires and serves. Diversity at our Corporation means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for employment purposes.