



CORPORATION TOWN OF MATTAWA

EXTERNAL JOB POSTING

PERMANENT FULL-TIME EXECUTIVE ASSISTANT

The Town of Mattawa, an equal opportunity employer, is looking for an energetic, and motivated individual with strong attention to detail to fill an important role as Executive Assistant.

DESCRIPTION:

This position will report and provide administrative support to the Chief Administrative Officer (CAO). The successful candidate will contribute to the efficient general operations of the CAO's office including writing correspondence, creating presentations, facilitating, expediting and responding to internal and external requests.

ESSENTIAL JOB FUNCTIONS:

- First point of contact (in person or telephone);
- Collecting, opening, sorting, and distributing correspondence, including email, faxes, and postal mail;
- Receive payments (taxes and users fees) from residents and prepare cash out or make bank deposit;
- Maintain and manage municipal website and Mattawa App, social media page;
- Maintain policy manual;
- Assist with preparation and maintenance of contract documents;
- Assists with grant/funding applications and report submissions;
- Coordinate office supply orders;
- Document complaints and develop an appropriate course of action. Report problems to the appropriate senior management when they cannot be resolved for attention;

EDUCATION AND QUALIFICATIONS:

- Minimum Education: Completion of a degree or diploma from a recognized University or College in a Business related field;
- Preferred: Diploma in Business Administration;
- Bilingual in English and French
- Minimum Experience: 3 years of experience in related industry;
- AMCTO Municipal Administration Program (MAP), an asset;

SKILLS/ABILITIES

1. Special Skills:

- Proficient in the use of Microsoft Office and other related software;
- Strong interpersonal and initiative skills, ability to work both independently and as part of a team;
- Strong leadership and communication skills;
- Ability to multitask;

- Strong ethical, analytical and reasoning skills;
- Understanding of relevant legislation, acts, policies and procedures;
- Principles and techniques employed in effective office administration and management;
- Customer service;

2. Ability to:

- Plan, assign, coordinate, organize and prioritize work;
- Prepare reports and statements;
- Establish and maintain working relationship with management and personnel;
- Maintain strict confidentiality in performing the duties of the Executive Assistant;

The Town of Mattawa recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

The Town of Mattawa is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for persons identifying as having a disability.

If you are an experienced Executive Assistant ready to drive positive change in a dynamic municipal environment, we invite you to apply. Help shape the future of Mattawa and contribute to a community that values innovation, collaboration, and progress.

Hours of work: 9:00 a.m. to 5:00 p.m. Monday to Friday (35 hours/week). This is an in-office position.

The 2024 annual salary range for this non-union position is \$42,700 - \$54,725. We offer an employer paid comprehensive Health and Dental benefit package, as well as an Employee Assistance Program. The Town of Mattawa is an Ontario Municipal Employees Retirement System (OMERS) Employer. For more information on the benefits of a defined benefit pension plan please visit <https://www.omers.com/>

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter **in one PDF document via email to:**
cao@mattawa.ca

This posting will close at 5:00pm, June 14, 2024.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the Town's Accessibility Policy. We encourage applicants to make their needs known to the CAO in advance.