



## **ADMINISTRATIVE ASSISTANT TO THE C.A.O. FULL-TIME PERMANENT**

The Corporation of the City of Elliot Lake is seeking applications for the position of Administrative Assistant to the C.A.O. Reporting to the Chief Administrative Officer, this role performs, coordinates and oversees a wide range of confidential administrative, technical and community relations related duties, including research, drafting reports, briefing material and correspondence. Acts as a liaison for internal staff, the general public and other public and private sector agencies and/or their representatives.

The preferred applicant will have:

### **QUALIFICATIONS:**

- ✓ Min Minimum two (2) year college diploma in a related discipline (e.g., Executive/Administrative Secretary/Assistant, Office Management).
- ✓ Minimum three (3) years of office administration experience.
- ✓ Knowledge of municipal government organizational structure and functions
- ✓ Proficient knowledge and use of computer programs including databases, Microsoft Word, Excel, PowerPoint, and Outlook
- ✓ Proficient use of office equipment e.g., photocopiers, facsimile machines, etc.
- ✓ Knowledge of standard office administrative practices and procedures, including records management
- ✓ Ability to communicate effectively both orally and in written form with the general public, elected officials and City staff
- ✓ Able to work both independently and collaboratively as circumstances require
- ✓ Prioritizes work and meets deadlines.
- ✓ Maintains a high degree of professionalism and confidentiality.
- ✓ Demonstrated time management and organizational ability.
- ✓ Exhibits tact, diplomacy and excellent interpersonal skills to deal with elected officials, City staff and the public.

Please visit our website at [www.cityofelliottlake.on.ca](http://www.cityofelliottlake.on.ca) for more information on the City of Elliot Lake.

Salary: \$32.97 per hour

To submit your application please visit the Indeed website at <http://www.indeed.com> and search City of Elliot Lake.

You can also paste the URL below into your browser to go directly to the posting:

<https://ca.indeed.com/jobs?q=City%20of%20Elliot%20Lake&l=Elliot%20Lake%2C%20ON&ts=1654885399598&rq=1&rsldx=1&fromage=last&newcount=2&vjk=ec4f6d2cbbe99eac&advn=2986696923353181>

**DEADLINE FOR SUBMISSIONS IS JUNE 30, 2022**

All applicants are thanked, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Accommodations are available upon request for candidates taking part in all aspects of the selection process.