



EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT TO THE CAO, CLERK AND MAYOR

The Municipality of Mississippi Mills is seeking applications from qualified individuals for the position of Administrative Assistant to the Chief Administrative Officer (CAO), Clerk and Mayor. This position is permanent full-time for 35 hours/week at an annual salary range of \$51,668.11 to \$ 63,513.3, with professional development opportunities and a comprehensive benefits package.

Reporting to the Clerk, the Administrative Assistant is a senior administrative role and is responsible for providing support to the offices of the CAO, Clerk and Mayor. Main responsibilities include: manage and maintain schedules for the CAO, Clerk and Mayor, receive and develop responses to correspondence, help coordinate meetings and events, provide administrative support to members of Council when needed, assist with Council initiatives, conduct research and draft reports or memos, and the overall organization of the three offices. The Administrative Assistant will also handle confidential information and discretion is critical.

The ideal candidate will have 4-5 years' experience in administration with experience in a senior administrative role considered an asset. The ideal candidate will also have a secondary school diploma in administration, business, or related field, experience working in a professional environment, sound working knowledge of MS Office software applications and, organizational and time management skills.

For a detailed job description, please check the Mississippi Mills website under Jobs at www.mississippimills.ca/en/municipal-hall/jobs.aspx

Qualified candidates are invited to submit a detailed resume and cover letter in confidence to cmunro@mississippimills.ca. The email subject line should include your last name and position you're applying for (Administrative Assistant to the CAO, Clerk and Mayor) no later than **12 o'clock noon on Wednesday, August 17, 2022**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.