

Job Posting: Executive Assistant to the Chief Administrative Officer



Closing date: May 5th, 2023

Duration: 12-month contract

Salary: \$71, 228.76-\$86,660.68

How to apply: Submit a current resume clearly marked “Executive Assistant to the Chief Administrative Officer” to recruitment@welland.ca

About the City of Welland... At the City of Welland, we're continuously rewriting our story. Not because we don't know where we're going, but because we are constantly reaching for new heights, engaging in new approaches, and pursuing what many believe to be unattainable or too ambitious. At the City of Welland, we're not satisfied with the status quo. And we're certainly not satisfied with doing things simply because that's how they were done in the past.

We expect our population to increase to over 80,000 in the next 20 years, and serving a diverse, growing community requires strategic thinkers, norm breakers, and passionate civil servants. In Niagara, Welland's growth leads every other municipality, and the City is becoming the region's heartbeat. So, we invite you to author your chapter and contribute to the overall body of work the City of Welland is creating. At the City of Welland, your ideas are nurtured, your input is invited, a healthy work-life balance is available, and most importantly, your voice will make a difference. So, if that sounds like something you want to be a part of, we want to hear from you. We're ready when you are.

About the position... Under the direction of the Chief Administrative Officer (CAO), the Executive Assistant to the CAO is accountable for providing an exceptionally high level of confidential administrative and executive support for the management and organization of all administrative matters on behalf of the CAO, Economic Development and Communications. This position is responsible for maintaining general awareness of local and municipal matters, corporate priorities, policies, and issues including managing competing priorities to support the expanding business needs and initiatives of the City. This position acts as representative of the Corporation and maintains a professional working relationship with staff, members of Council, government agencies and the public.

You can view a detailed job description by visiting our website at <https://www.welland.ca/Employment/index.asp>.

The City of Welland is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. In addition, the City of Welland is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications are held in strict confidence. We thank all applicants for their interest; however, we will only contact those selected for an interview.
No phone calls, please.

Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and is for employment assessment purposes only.