

Town of Caledon

make a difference



Job Title: Administrative Assistant, Office of the C.A.O. (Permanent Full-Time)
Closing Date: May 27, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Executive Office Administrator, Office of the C.A.O., this role is responsible for providing essential administrative support to the Office of the C.A.O. This role involves managing C.A.O.'s calendar, coordinating meetings and events, maintaining records and documents, and ensuring efficient communication within the office. As the Administrative Assistant, Office of the C.A.O., you will perform the following duties, including but not limited to:

- Maintain and organize the C.A.O.'s office including managing schedules, appointment, and travel arrangements.
- Act as primary point of contact for the C.A.O.'s office, answering and directing phone calls, emails, and correspondence as necessary.
- Prepare and process necessary paperwork, including memos, letters, and documents.
- Ensure C.A.O.'s expenses are received, tracked, and comply with Town policy.
- Schedule and coordinate meetings, conferences, and events for the mayor, ensuring necessary resources are available
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Attend meetings and provide support, including taking detailed notes, documenting decisions, and following up on action items.
- Assist in the planning, coordination and execution of special projects and initiatives.
- Collaborate with other departments, agencies, and organizations as necessary.
- Manage and maintain official records, documents, and files related to the C.A.O.'s office, ensuring confidentiality and accuracy.
- Organize and update databases, spreadsheets, and other records as needed.
- Assist with research and preparation of reports, speeches, and presentations.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Business Administration or a closely related field. Our ideal candidate has minimum 2 years related experience in an administrative role, municipal experience is considered an asset.

The ideal candidate will have demonstrated ability to organize own workflow and work with minimum supervision. We are seeking an individual with superior verbal and written communication skills, a demonstrated ability to stay organized with attention to detail, and excellent customer service skills.

The successful candidate for Administrative Assistant, Office of the C.A.O. will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$54,378.20 to \$66,640.46 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **May 27, 2024, 12:00PM**.*

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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