



HUMAN RESOURCES

PERMANENT FULL-TIME EXECUTIVE ASSISTANT TO THE CAO

(Competition 25-32)

Position Overview

The City of Nanaimo is seeking a permanent full-time Executive Assistant to the CAO. Reporting to the Chief Administrative Officer (CAO), the Executive Assistant to the CAO provides a wide range of administrative support to the CAO and Senior Leadership Team, manages the day-to-day operation of the CAO's Office, conducts research and undertakes special projects. The incumbent is required to maintain confidentiality in all matters of a sensitive, political or controversial nature. The Executive Assistant to the CAO exercises considerable independence of action and judgement in organizing work routines and when dealing with officials, department heads, employees and the general public.

Qualifications

Applicants must have a minimum 6-month Office Administration training program from a recognized educational institution and a minimum of 5 years of experience in a senior administrative position. An equivalent combination of education and experience may be considered. Possession of a valid class 5 BC Driver's License is required.

Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with a salary range of \$85,427.33 to \$90,880.14 as well as a competitive benefits package.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 25-32 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

Posting Date

Friday, February 21, 2025

Application Deadline

Friday, March 7, 2025
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406

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