

# Executive Assistant



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Executive Assistant*!

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

Reporting to the Municipal Clerk, the Executive Assistant is responsible for the administrative needs of the Mayor and the Chief Administrative Officer (CAO).

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

- Manage the Mayor and CAO's calendars.
- Schedule and prepare for internal and external meetings and events.
- Prepare draft correspondence, e-mails, presentations, reports, and spreadsheets.
- Receive visitors, answer inquiries from the public or direct to the appropriate service area for resolution.
- Maintain effective working relationships with the public, elected officials, senior management, and staff.
- General administrative duties, including responding to phone calls and e-mails, processing incoming correspondence, scanning, photocopying, filing, ordering catering and supplies.
- Records Management for the Office of the CAO (electronic and paper).
- Task Management for the CAO, including but not limited to task and e-mail management.
- Make travel arrangements for the Mayor and CAO and assist with related Expense Claims.
- Conduct research for the Mayor and CAO.
- Provide first line technical support.
- Provide support for other meetings as required.

## Candidate Profile

### *Education and Experience*

- Grade 12 or equivalent with post-secondary diploma in Office Administration, or equivalent related education or experience.
- Minimum two years' experience in an executive setting, working with senior management and/or boards and commissions.
- Experience working in a Municipal Government setting considered an asset.

### *Knowledge, Skills, Abilities*

- Strong proficiency in computer applications within a Windows environment with an emphasis on Microsoft Word, Excel, PowerPoint, SharePoint, Teams, and Adobe.
- Exceptional organizational and time management skills and ability to multi-task.
- Exceptional communication skills, including experience writing professional business correspondence.
- Superior minute-taking skills.
- Ability to recognize and respect the importance of confidentiality and routinely exercise discretion.
- High degree of professionalism and diplomacy in a political environment.
- Motivated and enthusiastic team contributor.

# Compensation & Benefits

This is a full-time non-unionized position. Compensation includes a competitive salary and a benefits plan, including a pension plan (8% employer & 8% employee match)! The salary range for this position will be \$54,274 – 67,122. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours will be required.

For a detailed job description please click [here](#).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by **4:30pm Friday August 8, 2025**

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

We thank all applicants for their time and effort in applying; however, only applicants selected for an interview will be contacted.