



Job Posting

Executive Assistant to the CAO

Closing date: Friday, August 8th, 2025 at 4:00pm

Salary: \$78,208 – \$91,493 (2025 rates)

How to apply: Submit a current application which includes a current cover letter and resume.

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. We're not satisfied with the status quo, and we're certainly not satisfied with doing things a certain way 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.

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. View a detailed job description and apply by visiting: <https://www.welland.ca/Careers.asp>



Job Posting

Executive Assistant to the CAO

Why choose Welland?

OMERS Pension: Secure your future with an OMERS pension, one of Canada's largest defined benefit pension plans. To learn more visit <https://www.omers.com/>.

Five Wellness days: We understand the importance of mental and physical well-being. That's why we offer five wellness days that can be taken in succession, giving you the opportunity to recharge, rejuvenate, and prioritize self-care when you need it most.

Adaptable and generous benefits package: Your health and happiness matter to us. That's why we offer a flexible and generous benefits package. From medical and dental coverage to additional perks, we've got you covered, ensuring you and your loved ones receive the care and support you deserve.

Flexible work arrangements: We believe in work-life harmony, and that means something different to each of us. Embrace flexibility with our assortment of work arrangements, including hybrid, condensed work weeks, and flexible schedules. Whether you thrive in a traditional office setting or prefer the comfort of your home office, we empower you to tailor your work environment to suit your needs.

Fair-market value salary: We recently conducted a comprehensive compensation review to ensure our pay aligned with current market values and fairly reflected the skills and contributions of our team. This process involved industry benchmarking and employee feedback to maintain competitive and equitable compensation.

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.



Job Posting

Executive Assistant to the CAO

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.
