Located in the heart of Southwestern Ontario, Norfolk County is where big vision meets unlimited potential.

As one of Ontario's largest single-tier municipalities and home to over 70,000 people, Norfolk is bold, diverse, and proudly local - a municipality that thrives on innovation, collaboration, and connection. Here, you'll find endless opportunities to grow your skills, expand your ideas, and shape your career.

Big vision. Real opportunities. Unlimited potential. That's Norfolk.

As the **Executive Coordinator**, you'll provide senior-level support to the Chief Administrative Officer and Senior Leadership Team, coordinating key administrative and organizational activities. Your work will help keep corporate operations running smoothly, support County leadership, and enable effective decision-making across Norfolk County.

Posting #: NU 39.26

Status: Permanent Full Time

Hours Worked per Week: 35

Employee Group: Non-Union

Wage Band: $72,594 - $94,371 per annum

Location: Simcoe, ON (primarily in-office, with potential flexible work arrangements based on operational requirements of the role)

Posting Period: October 30, 2026 – November 16, 2026

For more information on our opportunity and the application process please follow the link below. Best accessed through Google Chrome or Microsoft Edge:

https://apply.workable.com/j/039DCA62FA

- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.
- Ensure the file extension for your document is .doc, .docx or .pdf

Find out more information about Norfolk County here: Employment at Norfolk County - NorfolkCounty.ca

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

In accordance with the *Employment Standards Act* 2000, *Working for Workers Act 2024*, we do not utilize AI for the purpose of screening, assessing, or the selection of candidates,

Thank you for your interest in this position. Only those to be interviewed will be contacted.

