

CAREER OPPORTUNITY

Executive Assistant CAO & Administrative Lead Job Posting #18609

Reporting to the CAO, the Executive Assistant to the CAO and Administrative Lead provides executive secretarial and administrative support to the Chief Administrative Officer, as well as the Corporate Leadership Team, and CAO Team leads and backup as required to the Office of the Regional Chair, and Members of Council as required

RESPONSIBILITIES

- Provides efficient coordination and administrative support services to the Chief Administrative Officer, preparing confidential correspondence and reports, conducting research, and arranging meetings, etc
- Coordinates office activities between the CAO, Chair and the Clerk's Office and other Regional Departments and outside Agencies, Boards, and Commissions
- Provides functional guidance and mentorship to CLT Executive Assistants and CAO Team Administrative Assistants on matters related to CLT decisions and discussions, providing support on managing priorities and coordinating meetings
- Assist the CAO and staff with budgeting, financial processes, and other documentation

KNOWLEDGE

- 5 years experience in a senior administrative assistant or professional office management position
- Municipal or government environment experience preferred
- Advanced knowledge of Microsoft Office including MSWord, Excel, PowerPoint, and Access

EDUCATION

- Post-secondary diploma or equivalent in Office Administration
- Post-secondary college diploma in Office Administration is preferred

To view the full job description and requirements, visit our [Careers page](#). Job Opening# 18609

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application no later than June 23, 2017 before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Great Careers & Healthy Lifestyles

Located between lakes Erie and Ontario, the Niagara region consists of some of Canada's most fertile agricultural land, the majestic Niagara Falls and a dozen communities that are rich in both history and recreational opportunities.

With over 3,000 employees, Niagara Region is responsible for such diverse areas as land use planning, transportation, water and wastewater treatment, waste collection and management, emergency medical services, public health, children's services, and seniors' programs to name a few. Niagara Region offers great career opportunities in municipal service and our competitive salaries, attractive benefits, and wealth of programs will support your personal wellness and professional growth.

We value Choice, Honesty, Respect, Partnerships, and Service. If you share the same passion, we want to hear from you.
www.niagararegion.ca