



External Posting
Non Union Full Time Position
Executive Assistant – CAO's Office
Competition # ADMEXA0919
Posting Date: August 19, 2019
Closing Date: September 9, 2019 at 4:00 pm

The Town of Truro is currently accepting applications for a permanent full-time position of **Executive Assistant to the CAO**. The successful candidate will be self-motivated, able to work independently in a sensitive and confidential environment, and will provide efficient, accurate and timely support to the CAO, Mayor and Council. This is a full-time position (40 hours/week) and is subject to the terms and conditions as outlined in the Town of Truro's Non-Union Personnel Policy.

Nature of the position:

Working directly with the CAO, the Executive Assistant provides administrative and executive level support, and acts as the primary point of contact to the offices of the CAO, Mayor and Town Council.

The Executive Assistant interacts daily with the Mayor, Council, committee members and representatives from businesses, community organizations, the public, and all levels of Town staff. The incumbent will be required to work independently and maintain appropriate confidentiality and discretion in the disclosure of information to the CAO, Mayor, Town Council and other staff.

A detailed job description can be found on the Town of Truro website (www.truro.ca).

Qualifications and Requirements:

- Post Secondary Education in Office Administration or equivalent;
- Minimum of three (3) years working at the executive or senior administrative level;
- Excellent Office Management skills, including calendar management and coordinating executive meetings;
- Experience in scheduling travel arrangement for Management staff and Council;
- Proficient computer skills, specifically Microsoft Office;
- Demonstrated ability to work in a confidential environment;
- Experience in a municipal government setting, an asset;
- Experience in newsletters, report writing, communications and public relations, an asset.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date:	To be determined
Salary:	In accordance with Town of Truro approved non-union salary range for the Executive Assistant to the CAO
Closing Date for Applications:	September 9, 2019 at 4:00 pm
Forward applications to:	Tammy Hamlin, Human Resource Officer Town of Truro 695 Prince Street Truro, NS B2N 1G5 Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.