



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Executive Assistant to the CAO **FULL-TIME(18 month contract)**

Join our Southgate team! The Township of Southgate is the most southern area of the lovely Grey County and is situated north of the GTA along Highway 10. With the growth in population and service demands, the Township is seeking to fill the full-time position of **Executive Assistant to the CAO** for an 18-month contract to assist with the day-to-day operations of the CAO office.

Reporting to the CAO, the Executive Assistant provides high-level administrative support and assistance to the CAO in managing the administrative and operational functions of the Township. This position will complete research, prepare meeting agendas, briefs and minutes and assist the CAO with filing, correspondence, drafting council reports and being the overall liaison for the CAO, internally and externally.

For a complete job description, including qualifications and further information please visit the employments opportunities section of our website (www.southgate.ca).

Closing Date: Wednesday, January 22, 2025, at 2:00pm EST
Pay range: \$34.17 - \$37.97/hour (35 hours-per-week)

Submit resume to: Township of Southgate
Attn: Kayla Best
Re: EA to the CAO
185667 Grey Road #9
Dundalk, ON N0C 1B0
E-mail: employment@southgate.ca

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.