



Making life better in King

King is Hiring
Administrative Assistant – Office of the CAO
(Seasonal Contract; 15 Weeks)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Chief Government Relations Advisor, the Administrative Assistant – Office of the CAO is responsible for the following:

- Overall support with the preparation & execution of the OCAOs' Staff Barbecue including:
 - Preparing Designs for Print
 - Source catering services
 - Source/purchase staff giveaway item
 - Maintaining an internal invitation response (RSVP) list
 - Assisting with the purchase of various items for event
 - Responding to various inquiries pertaining to the event
- Assisting/completing administrative and other projects/tasks in the OCAO, including economic development, and strategy and transformation initiatives.
- Assisting the Executive Assistants to the Mayor and the OCAO with other duties as required.
- Preparing and coordinating meetings, communications materials public and staff events. This includes supporting the development of the OCAO's Quarterly Newsletter.
- Providing assistance with data entry and maintenance of lists.
- Performs other duties as assigned, in accordance with Township objectives.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Some post secondary education in Administration, Business, Marketing, Event Planning or equivalent.
- Strong interest and experience in event planning, graphics, and designing publications considered an asset.
- Proficiency in the use of computer applications (Word, Excel, PowerPoint, Publisher, Internet, and Outlook); Laserfiche experience would be an asset.
- Proficient in the use of design software (Photoshop, Illustrator, Canva, etc.)
- Strong telephone etiquette and the ability to communicate and respond to inquiries effectively via phone and email.
- Detail oriented with strong proofreading skills.
- Excellent organizational, time management and problem-solving skills with the ability to coordinate multiple tasks efficiently and on schedule.
- Ability to interact diplomatically with all levels of staff.
- Exemplary customer service, interpersonal and communication skills.
- Sound judgement and political acumen to handle contentious, sensitive, and confidential matters.

Wage Rate: \$18.00 per hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on April 2, 2024**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.