



is currently accepting applications for

## **Executive Assistant/Human Resources Administrator**

**Department:** Administration  
**Position Title:** Executive Assistant/Human Resources Administrator  
**Reports To:** Chief Administrative Officer (CAO)

### **Purpose and Scope of Position:**

Under the direction of the CAO, the Executive Assistant/Human Resources Administrator provides administrative support to the CAO and Mayor in the day to day operations of the Township. The successful candidate will support the CAO in all areas of human resources, including recruitment and selection, health and safety, training, policy and development. The ability to deal professionally with confidential issues and provide senior-level executive support will be key success factors in the role.

### **Position Requirements:**

#### **Education**

- Completion of post-secondary training in the University or College level in a related field (business administration and/or human resources)
- Completion of CHRP designation or working towards completion is preferred.

#### **Experience**

- Minimum five years of directly-related experience (providing executive level support).
- Minimum five years of municipal experience.
- Demonstrated knowledge of Human Resources functions.
- Proven ability to handle high-stress environments with professionalism, confidentiality and tact.
- Well-developed written and verbal communication skills with the ability to communicate effectively and tactfully.
- Superior customer service, reflecting a positive, outgoing and professional demeanor.

#### **Working Conditions and Environment**

- This position will work primarily out of the Municipal Office at 8348 Wellington Road 124, Rockwood (at Bruce Dale).
- The foregoing represents a reasonable statement of the requirements of this position.

The salary range for this position is \$24.84 to \$29.32 per hour, plus a comprehensive benefits program.

**How to Apply:** Information and job description can be found on our web site at [www.get.on.ca](http://www.get.on.ca) or obtained from the Guelph/Eramosa Municipal Office located at: 8348 Wellington Road 124, Rockwood ON N0B 2K0.

Applicants are invited to submit a detailed resume to [humanresources@get.on.ca](mailto:humanresources@get.on.ca) no later than **4:30 p.m. on October 5, 2018.**

*The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants, but only candidates selected for an interview will be contacted. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*