

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Executive Assistant, Chief Administrative Officer

Department:	Office of the CAO
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	Monday to Friday, Inclusive, 35 hours per week
Salary Range:	\$83,192.20 to \$92,201.20 annually
Work Location:	City Hall, 1 the Esplanade South, Pickering, ON (This role offers occasional opportunities to work remotely, depending on operational needs.)
Date Posted:	Monday, September 22, 2025
Deadline to Apply:	Wednesday, October 1, 2025

Job Summary

The incumbent provides professional and confidential executive support to the Chief Administrative Officer (CAO) to enhance the efficiency and responsiveness of the office. Responsibilities include frequent contact with Members of Council, all levels of staff, members of the public and outside agencies in determining the nature of their enquiries, providing referral assistance as required and responding to complaints.

Primary Responsibilities

- Performs administrative support duties for the CAO; including coordinating the CAO’s business schedule, composing, reviewing and typing a variety of correspondence, assisting in the preparation of budgets, budget tracking and control, and general communication initiatives.
- Communicates with staff, members of the public and outside agencies verbally or in writing on the CAO’s behalf. Screens and directs telephone calls, emails and responds to general enquiries and complaints. Initiates action where appropriate to resolve issues.
- Provides pertinent background information for briefing purposes at Council, Executive Committee, management meetings and meetings with outside agencies, members of the public, or business representatives of other organizations.
- Ensures prompt responses to internal/external customers and submits reports, as required, to the CAO. Monitors the progress of directives/issues until completion and coordinates the development of departmental responses.
- Reviews internal documents (CAO Correspondence, Reports to Council) submitted to the Office of the CAO to ensure compliance to Communication Procedures and the Corporate Writing Guide, and provides feedback to department representatives accordingly.
- Conducts research, compiles data, prepares and summarizes reports and other information for review by the CAO.
- Manages and organizes the CAO’s schedule by arranging meetings, receiving visitors, making travel arrangements and other business appointments.
- Coordinates the development and maintenance of records, resources in accordance with the records management system, exercising discretion and care to maintain the confidentiality of information.
- Types and composes a variety of correspondence, reports, minutes, and other material from general instructions, rough drafts, or dictation, exercising judgement and discretion regarding the information being processed, ensuring adherence to Communication Procedures, Writing Guide, are typographically correct, and complete for review.

- Assists with labour relations functions through complaint tracking, setting up grievance files, arranging grievance meetings according to the timelines outlined in relevant collective agreements. Attends labour relations meetings, records minutes, types and distributes responses under appropriate signature.
- Attends, records and distributes minutes of various meetings.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### Education and Experience

- Successful completion of an Executive Office Administration Diploma or equivalent.
- Four years' related work experience in a position of similar scope and responsibility.
- Experience developing accessible documents would be considered an asset.

### Knowledge, Skills and Abilities

- Demonstrable ability to assess a situation and respond appropriately utilizing good judgment and professionalism.
- Demonstrated ability to adapt to changing situations and work under pressure to meet deadlines.
- Demonstrable knowledge of MS office software products including Word, Excel, PowerPoint and Outlook.
- Strong minute taking skills.
- High level of accuracy with a strong attention to detail.
- Well developed organizational, interpersonal, customer service and communication (written and oral in English) skills to express self clearly and concisely.
- Proven ability to prioritize, work independently under own initiative within established policies and procedures.
- Ability to establish and maintain productive business relationships.
- Ability to preserve confidential information and recognize politically sensitive issues and bring matters of priority to CAO's attention.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). 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* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

