



Employment Opportunity
Township of McNab/Braeside
Executive Assistant (Full Time, Permanent)

The Township of McNab/Braeside is seeking highly organized and professional **Executive Assistant** to join our Administration team. Reporting to the Chief Administrative Officer (CAO), this position provides administrative and clerical support to the CAO, Clerk's Department, Council, and staff while helping ensure the efficient operation of the municipal office.

Key Responsibilities Include:

- Providing administrative and clerical support to the CAO, Clerk, Council, and staff
- Assisting with the preparation of agendas, reports, and background materials for meetings
- Attending meetings and recording accurate minutes as required
- Responding to public inquiries by phone, email, or in person
- Preparing correspondence, agreements, and advertisements
- Maintaining records, filing systems, and databases
- Assisting with lottery licensing, FIPPA reporting, and other legislative requirements
- Supporting communications including website and social media updates
- Assisting with municipal elections, emergency management support, and other administrative duties as assigned

Qualifications:

- Post-secondary diploma in Office Administration or equivalent
- Strong proficiency with word processing, spreadsheets, and office software
- Excellent communication, organizational, and time-management skills
- Ability to handle confidential information with discretion
- Experience in a municipal or government environment is considered an asset
- Experience with iCompass and familiarity with municipal procedures is an asset

Compensation:

Annual Salary: \$58,454.79 – \$67,969.63

The Township offers a comprehensive benefits package and OMERS pension plan.

How to Apply:

Qualified candidates are invited to submit a cover letter and resume quoting "Executive Assistant" to:

Mandy Cannon, Interim CAO/Clerk

mcannon@mcnabbraeside.com

Application Deadline: March 25, 2026 at 2:00 p.m.

A complete job description is available by visiting www.mcnabbraeside.com.

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes and determining eligibility for employment.