

The Town of Cobourg is seeking a full-time **Administrator** for the Office of the CAO.

Reporting to the Manager, Office of the CAO, the Administrator is responsible for the daily coordination of administrative functions relating to the Office of the CAO and Council.

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The primary duties of this position include the following:

- Provide effective and courteous customer service to municipal staff, consultants, agencies, community groups, council and committee members, the public, and any other stakeholders in person, by email and on the telephone.
  - Provide a wide range of administrative support services to the Office of the CAO and Council including, but not limited to, the preparation, proof reading and distribution of memoranda, notices, newsletters, reports, letters,
  - Sort and distribute mail for the department.
  - Purchase and maintain office supplies, ordering stationery and business cards.
  - Support Divisional operations through scheduling meetings and preparing agendas, minutes and prepare correspondence as needed.
  - Schedule and coordinate Department and Council Member requested training outside of Council Meetings and onboarding, as directed by the Manager.
  - Review and process invoices, coding with proper account numbers and submit for authorization to Manager.
  - Providing backup support to reception, including customers service at counter, cash handling, answering telephones, and tracking and/or referring complaints and inquiries to the appropriate department.
  - Administrative support to Manager regarding customer service strategy and associated project roll outs.
  - Schedule and acts as the recording secretary for Management meetings using the Escribe Platform.
  - Acts as the liaison with philanthropic community partners for the Department and Council members.
  - Exchange information and liaise with municipal staff, members of council, agencies, committees, community groups and the public on the Town's Strategic Plan and all related projects.
  - Other duties as assigned.
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The successful candidate will possess a college diploma in Business Administration, Public Administration or a related discipline. The position requires a minimum of one-year in a clerical role, with an emphasis on customer service and administration. This role also requires proven administrative and computer skills including using Microsoft Office and excellent communication skills. The role requires organizational and time management skills and ability to prioritize workload, to problem solve and to adapt to frequent interruptions and change. It also requires excellent communication skills including clear communication, professional, respectful and demonstrates active listening skills.

The successful candidate must obtain a Satisfactory Criminal Background Check upon employment and have a valid Class "G" Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work. Valid First Aid and CPR are required or be willing to obtain within 60 days of hire.



# Job Posting 24-21

Administrator – Office of the CAO

## WAGE:

The position sits on Grade 3A of Schedule B - Inside Workers of the Collective Agreement. The starting wage is \$25.46/hr. which will increase every six months as per the Collective Agreement until it reaches job rate of \$31.84/hr. after twenty-four (24) months.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **May 30, 2024 at 4:00PM**. We thank all applicants however only those selected for an interview will receive a response.

**In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.**