



A Natural Attraction

## **Job Posting**

The City of Quinte West invites applications for the following full-time position:

### **Executive Assistant Public Works and Environmental Services**

The Executive Assistant, Public Works and Environmental Services is responsible for providing administrative and executive support to the Director, the Public Works and Environmental Services Department and the City's Committee structure. Sensitive and confidential matters will be treated with due regard for the best interests of the Municipality and its personnel.

This position is a contributing team member responsible for the day to day work and executing operations in line with department approved policies, plans and programs as well as efficiently meeting service standards in the delivery of municipal services.

#### **Education/Specialized Training/Skills:**

The position will require:

- A minimum of a two (2) year community college diploma in office administration at the executive level or a related field, or an approved equivalent combination of education and experience.
- Sound knowledge of municipal government structure and organizations.
- A full understanding of Public Works policies and procedures.
- Excellent command of the English language.
- Flexible self-starter with strong communication, interpersonal, customer service, organization and multitasking skills is a must.
- Proven ability to exercise discretion concerning matters of a confidential or sensitive nature.
- Sound knowledge and command of Office Technology and Procedures including but not limited to Internet research and reporting, e-mail messages, time and stress management, telecommunications, meetings and travel arrangements, office mail procedures and records management.
- A highly developed sense of professionalism, tact and diplomacy.
- Demonstrated respect for confidential and sensitive issues.
- Demonstrated customer service and public relations skills.
- Demonstrated ethical behaviour and business practices.
- The ability to work with a diverse group of individuals in a team environment.

- A commitment to providing high quality, cost effective services to the City and the community.
- Strong organizational skills with the ability to prioritize work in a demanding environment.
- Strong computer skills including Google Workspace, Microsoft Word, Excel, PowerPoint, Dayforce (or other similar software programs) email and internet.
- Strong written and verbal communication skills.
- Strong and effective analytical, critical thinking, and problem solving abilities.
- Ability to obtain and maintain a satisfactory criminal record check, deemed satisfactory to the employer.

### **Work Experience:**

The position requires three (3) years of progressive administrative experience in a public works municipal environment or a related field.

**Remuneration:** 2026 Non-Union Salary Grid Band 6 - \$73,291.40 - \$79,661.40 annually.

### **What we offer you:**

- OMERS pension plan
- Competitive employer-paid extended health benefits
- Minimum of 3 weeks vacation
- Opportunity to participate in our Flexible Work Program subject to applicable policies and approvals, which includes:
  - Hybrid work model for eligible positions
  - Flexible start time for eligible positions
  - Compressed biweekly work schedule for eligible positions

Qualified applicants are invited to apply [online](#) with their resume by **11:59 pm on, February 3, 2026**. They may also visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca) for more information.

The City of Quinte West does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment processes. All applications are reviewed and assessed by Human Resources staff and the hiring manager.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email [hr@quintewest.ca](mailto:hr@quintewest.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.