



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
(705) 432-2355

Job Position: Corporate Executive Assistant

Type of Position: Full-Time

Hours: 35 hours per week

Rate of Pay: \$71,088 - \$83,163

Location: Township of Brock Municipal Office, 1 Cameron Street

The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

Reporting to and receiving direction from The Municipal Clerk, the Corporate Executive Assistant will assist in performing support services for a number of departments, including the CAO, Mayor & Members of Council, Clerk, as well as carrying out special projects as assigned.

Duties and Responsibilities:

- Provide administrative support across departments, including minute taking, grant preparation, scheduling, and coordinating internal/external meetings.
- Support the Mayor & Council through calendar management, event coordination, expense reconciliation, conference bookings, certificate preparation, and promotional inventory oversight.
- Assist the CAO and Clerk with calendar management, research, minute taking, KPI tracking, outstanding items lists, and inter-municipal policy research.
- Support HR with job postings, onboarding tasks, file management, and business card orders.
- Serve as Secretary to the Health & Safety Committee by preparing agendas/minutes, coordinating training, tracking incidents, and conducting building inspections.
- Coordinate Senior Management Team meetings, including agenda preparation, minute taking, and follow-up research.
- Maintain and update the corporate Policy Manual, support policy development, and deliver annual customer service training.
- Lead or support special projects such as the Charity Golf Tournament, leases, modernization initiatives, and procurement backup.
- Provide corporate administrative backup, including customer service, election support, permit processing, mail/courier duties, and general office assistance.
- Perform other related duties to support organizational operations.

Qualifications and Skills:

- Post-secondary education in office administration, public administration, or related field.
- Minimum 3–5 years of senior administrative or executive support experience.
- Exceptional organizational skills and attention to detail.

If this information is required in an accessible format,
please contact the Township at 705-432-2355.



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- Strong communication and interpersonal skills.
- Proficiency in Microsoft 365 (Outlook, Teams, Word, Excel).
- Ability to multitask in a fast-paced environment with competing priorities.
- Experience working in a municipal or public-sector environment (asset).
- Ability to maintain confidentiality and exercise sound judgment.

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:00 p.m. on Friday, May 01, 2026** to:

Human Resources: hr@brock.ca

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

hr@brock.ca

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

The Township of Brock does not utilize Artificial Intelligence during the hiring and interview process.

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