



Kitchener Public Library

Executive Assistant

February 2, 2024

Executive

Full-time position

\$63,183 - \$73,272

Days, evenings and weekends required

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
benefits**



**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
time-off**

What you will do

The Executive Assistant to the CEO will provide a high level of support to the Chief Executive Officer and Executive Team at Kitchener Public Library. The position holder will be responsible for the coordination of the CEO's office and supports committee meetings, distribution of documents, taking of the minutes, and assisting with procedural matters for the organization.

In this role you will:

- Support KPL's Annual Work plan and associated quarterly updates along with various special projects
- Perform clerical work such as filing, data entry and preparing correspondence, etc
- Coordinate the sale of items on government website
- Support special events (days/evenings)

What you bring

- College Diploma in Office Management/Business Administration
- Minimum 3 years of administrative experience
- Demonstrated ability to communicate effectively in oral and written form
- Exceptional proficiency with Microsoft 365 including Word, Excel, and PowerPoint
- Substantial knowledge of the community and the functions of government and private sector boards and agencies
- Ability to work independently to meet deadlines while paying attention to details and to ensure accuracy

How to apply

If you are interested in this position, please send your résumé and application form to Human Resources via resumes@kpl.org by **Wednesday, February 14, 2024**.

Please quote **Executive Assistant** in the subject line. To print a copy of our application form, go to kpl.org/jobs

Accommodations are available upon request for applicants with a disability. Please contact Human Resources staff by phone 519-743-0271 ext. 276 or TTY 1-877-614-4832, or by email hr@kpl.org.