



EMPLOYMENT OPPORTUNITY

Economic Development & Tourism Administrative Assistant (Permanent, Full-Time)

About Middlesex County

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life. Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

Working at Middlesex County

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters innovation and leadership.

Position Overview

Under the management of the Director of Economic Development, the Economic Development and Tourism Administrative Assistant primary focus is to support the administrative functions of the Economic Development department.

Qualifications

- 2-year post-secondary diploma in Office or Business Administration, Hospitality and Tourism, Public Relations & Communications, Marketing, or closely related program of study.
- 1 to 2 years' experience as an Administrative Assistant in economic development or a similar role.
- Valid driver's licence and access to a personal vehicle on a daily basis.

Additional details and a full job description are available at www.middlesex.ca.

Location

The position will mainly work out of the Economic Development department located in the Komoka Wellness Centre at 1 Tunks Lane, Komoka, Ontario.

What We Offer

- Competitive compensation: the pay rate for this position is \$24.40 to \$27.46 per hour for 35 hours per week
- Comprehensive health and dental benefits
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Flexible work opportunities
- Ongoing training and development

How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to **Jessica P. Ngai, Director of Human Resources**, by email at hr@middlesex.ca by **4:30 p.m. on February 8, 2023**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Middlesex County.

Accommodations

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

Additional Information

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.