



## FULL-TIME EXECUTIVE ASSISTANT

### COMPETITION NO: POL-2025-12

<b>Posting Date:</b>	June 5, 2025	<b>Closing Date:</b>	June 11, 2025
<b>Department:</b>	Timmins Police Service	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	Yes	<b>Pension Entitlement:</b>	Yes – Employer Matched Contributions
<b>Salary:</b>	\$75,077 - \$80,326 (2025)	<b>Union:</b>	Senior Officers

### Position Summary

Under the supervision of the Chief Human Resources Executive, the Executive Assistant will provide administrative support to the Chief of Police, Deputy Chief of Police and the Chief Human Resources Executive.

### Duties

- Provide confidential administrative support to the Chief of Police, the Deputy Chief of Police and the Chief Human Resources Executive by preparing/reviewing various levels of correspondence, preparing reports and formal presentations;
- Provide reception duties for the Administration office including acting as first contact for the Chief of Police and Deputy Chief of Police;
- Monitor the daily activity schedule for the Chief of Police and Deputy Chief of Police. Coordinate and schedule virtual meetings on behalf of the Chief of Police and Deputy Chief of Police;
- Assist with Human Resources related functions such as recruitment, HRIS administration, and WSIB;
- Schedule meetings for the Service and general public in appropriate boardrooms, upon request;
- Control and maintain an effective filing and information retrieval system for the Administration office;
- Prepare meeting agendas and record meeting minutes at various meetings attended/chaired by the Chief of Police, the Deputy Chief of Police and the Chief Human Resources Executive, as well to ensure outstanding action item deadlines from meetings are communicated and met, where required;
- Liaise with other Police Services, Government Agencies, Ministries and Municipal staff as directed;
- Conduct research and analyse information for reports and projects as directed by the Chief of Police and the Deputy Chief of Police;
- Arrange administrative and logistical support for the Chief of Police, Deputy Chief of Police and the Chief Human Resources Executive;
- Organize and coordinate special events on behalf of the Chief of Police and Deputy Chief of Police;
- Conduct routine administrative audits to ensure compliance with Services Procedures and schedules;
- Act as back up for the Finance Associate for routine tasks (payroll entry, PO Requests), as required;
- Ensure tracking MOUs with community partners and government agencies;
- Other duties as assigned.

### Qualifications

- Post-secondary education in Business Administration or related field **or** a combination of education and experience acceptable to the employer;
- Minimum of five years' experience in progressively responsible administrative and/or executive experience;
- Thorough knowledge of Microsoft Office and an HRIS. Experience with Info:HR, Vadim iCity and scheduling software are assets;
- Proven ability to interact with internal and external contacts that require tact, diplomacy and courtesy, exchanging detailed information;
- Ability to work in a highly organized fashion where detail, accuracy, confidentiality and multi-tasking abilities are extremely important;
- Ability to prioritize work assignments to meet strict definitive deadlines; to manage competing priorities in a fast-paced work environment with constant interruptions;
- Ability to prepare well-written correspondence and visual communications for a wide variety of audiences;
- Effective ethical and professional decision-making abilities in relation to both simple queries and more complex situations based on established guidelines;
- Ability to work collaboratively using effective interpersonal and communication skills;
- Must be self-motivated and able to work independently with minimal supervision;
- Excellent communication skills both oral and written;
- Must be available to work extended hours, as required;
- Must be able to pass security clearance and background check;
- Public sector experience is an asset.

### How to Apply

Please forward your application to the Timmins Police Service by **4:00 pm** on the closing date of **June 11, 2025**.  
**Via email** [TPSRecruitment@timmins.ca](mailto:TPSRecruitment@timmins.ca)

*The Timmins Police Service is an equal opportunity employer, and a diverse workforce that is representative of the citizens we serve. The Timmins Police Service is committed to the principles of equal opportunity. Persons who have previously submitted an application or resume MUST RE-APPLY. The Timmins Police Service thanks all applicants, however ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE ACKNOWLEDGED*