

Executive Administrative Assistant Supervisor



Jump Recruitment, on behalf of our client, the *Town of Gander*, is seeking to fill an **Executive Administrative Assistant Supervisor** position for the Office of the Chief Administrative Officer in Gander, NL.

Position Summary:

Reporting to the CAO, this position provides a broad range of administrative support to the CAO, Mayor, Council, and key strategic programs and portfolios. This role serves as a vital liaison among the CAO, Council, staff, and external stakeholders, coordinating ceremonial functions, governance activities, scheduling, and day-to-day logistics, including meeting preparation and hospitality arrangements. The role requires both strategic insight and hands-on support, with exceptional discretion, organizational ability, and communication skills. The incumbent will routinely handle sensitive and confidential information.

In addition to executive support functions, the Executive Administrative Assistant Supervisor serves as the Supervisor of Administrative Assistants, providing leadership, coordination, and performance oversight for the Town's corporate administrative support team. This includes ensuring consistent service standards, workflow management, training, and capacity-building among administrative support roles across departments.

Key Responsibilities:

Administrative Duties

- Manage the calendars of the CAO and Mayor, coordinate meetings, events, travel and conferences.
- Screen and prioritize correspondence, draft and route communications, and prepare and enter agenda items into the eSCRIBE system.
- Compile supplementary documentation for meetings and ensure timely tracking and follow-up on Council decisions and CAO-assigned action items
- Coordinate logistics for Council travel, ceremonial functions, and formal events, including itineraries and accommodations.
- Draft and manage proclamations, certificates, congratulatory messages and maintain ceremonial records.

Supervisory Functions

- Providing day-to-day supervision, workflow coordination, and task delegation for the Administrative Assistant team supporting senior management, Council and key departments.

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- Standardizing administrative processes, templates, and records management practices to ensure consistency and efficiency across departments.
- Conducting regular check-ins and performance assessments, identifying training needs and support professional development for administrative staff.
- Serves as a first point of contact for administrative staff escalation, ensuring equitable workload distribution and effective communication between departments and administrative resources.
- Participating in workforce planning and providing input on staffing needs and improvements to administrative systems and service delivery.

Strategic & Internal Coordination

- Supporting the CAO in preparing internal agendas for the management and supervisory team and facilitating follow-up on organizational priorities.
- Liaising with the senior management team to align meeting agendas with organizational and legislative timelines.
- Overseeing hospitality arrangements and logistical details for internal and external arrangements, ensuring alignment with protocols and standards.
- Maintain confidentiality and always exercise sound judgment in handling sensitive information.

Qualifications:

- Diploma in Office Administration, Business Administration, or related field from a recognized institution.
- Minimum 3 years of experience in an executive-level administrative role, preferably in a public sector or municipal environment.
- Proficiency with MS Office 365
- Class 5 NL Driver's License
- Valid Canadian passport- as national and international travel is required.

Job Details:

- In-office required.
- Full-time, permanent, non-unionized position.
- 35 hours/week. Office hours with some evening work may be required to support meetings or official functions.
- Salary grade: \$71,089-\$81, 227 annually.

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- Occasional travel is required for events or logistics support.
- Additional Benefits & Compensation factors provided.

Apply in Confidence:

Only those candidates being considered for an interview will be contacted.

Interested and qualified candidates should submit their resume & cover letter to:

Tonya Guilfoyle | Senior Recruiter & HR Consultant | tonya@jumpcareers.ca

Jump Recruitment Specialists | www.jumpcareers.ca

At Jump Recruitment we recognize the value of diversity and are committed to making intentional steps toward building inclusive teams that better reflect the community Jump Recruitment and other organizations we serve operate within. We believe that inclusion is not just about making room at the table but about seeking out talent through a diversity lens and letting everyone know that their unique perspectives are important contributions to building stronger workplaces in a changing world.

We encourage all qualified candidates to apply to our posted positions. We welcome candidates to self-identify or make our recruitment team aware of any potential accommodation they may need during the recruitment process.

This opportunity is only available for candidates legally entitled to work in Canada. We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.