

**INTERNAL/EXTERNAL ADVERTISEMENT
COCHRANE TEMISKAMING RESOURCE CENTRE
ANNOUNCES A VACANCY FOR:**

FULL-TIME EXECUTIVE ASSISTANT/CORPORATE SECRETARY

**(NON-BARGAINING POSITION – TIMMINS)
COMPETITION #25-58**

The Cochrane Temiskaming Resource Centre (CTRC) is seeking an Executive Assistant/Corporate Secretary to join its Team in Timmins. CTCRC is a regional Developmental Services provider offering programs across the Districts of Temiskaming and Cochrane including coastal communities along James and Hudson Bay. The successful candidate will provide high-level administrative support to the Executive Director and Senior Management Team by managing schedules, coordinating meetings, and handling confidential communications, and acting as a liaison between the Executive Director and internal and external stakeholders, ensuring smooth daily operations.

Permanent Full-Time employees are offered a defined pension plan with the Healthcare of Ontario Pension Plan (HOOPP) and are enrolled from hire date. Extended Health Benefits (100% of drug costs) Life insurance, Dental (\$1,000/yr.), Vision (\$300/24 months), Para-Medical Coverage and Travel Insurance are provided. Flexible work schedules are offered

Qualifications: Preferably an undergraduate degree in the business administration domain or related field, OR a diploma in office administration with extensive experience in progressively responsible administrative functions. Five years' relevant experience in office management, preferably in the public sector. Other combinations of experience and education may be considered if there is outstanding demonstrated performance and ability in the required skills and knowledge. Excellent project management skills demonstrated by an ability to prioritize, actively seek input, and problem solve; outstanding accuracy and attention to detail where work is done under minimal supervision; superior time management and organizational skills; takes steps to ensure timely completion of tasks by adjusting priorities as required; high degree of flexibility related to special projects. Must be willing to work a flexible schedule to accommodate evening Board meetings or occasional events; overtime hours will be required on occasion. Advanced working knowledge of computer software including Microsoft Office Suite, electronic mail, Outlook calendar, and have the ability to learn new software quickly, as required. Advanced ability to record accurate notes or minutes and transcribe them into a final product, and knowledge of general office procedures. Must have a valid G license and access to a reliable vehicle.

Hours of Work: 75 hours / 2 Weeks (37.5 hours weekly)

Wage: \$28.32 to \$31.37

Posting date: July 15, 2025 @ 4:15PM

Closing date: July 29, 2025 @ 4:15PM

INTERESTED, QUALIFIED PERSONS ARE INVITED TO SUBMIT AN APPLICATION TO:

COCHRANE TEMISKAMING RESOURCE CENTRE
c/o Human Resources, 600 Toke Street, Timmins, Ontario P4N 6W1
Fax: 705-264-4255 or email: Careers@ctrc.on.ca
View our website at www.ctrc.on.ca

An Equal Opportunity Employer

*This position has been advertised internally and externally.
We thank all applicants and wish to advise only those selected for an interview will be contacted.
Please advise us should you require accommodation during the interview.*

