



Executive Assistant
35 hours per week
1 permanent position

Student Transportation Services of Waterloo Region (STSWR) is a dynamic team of community-oriented individuals who plan, manage, and provide pupil transportation for approximately 31,000 elementary and secondary students at two publicly funded school boards in Waterloo Region.

Job Description:

The Executive Assistant supports the General Manager, Operations, and the Safety, Technology, and School Travel Planning Supervisors to achieve the core mandate and strategic business plans of STSWR by providing administrative assistance in areas including, but not limited to, verbal and written correspondence and communication, financial tracking and management, documentation control and general organization of STSWR. This position also serves as the receptionist for STSWR, coordinates transit tickets inventories and distribution. Due to access to confidential information, adherence to related privacy legislation and related confidentiality policies is a must.

Core hours for this position will be 9:00 am to 5:00 pm, Monday through Friday (35 hours per week), with summer flex hours (Fridays off in July/August) and limited capability for remote work (majority of time in our Kitchener office).

Qualifications:

- Excellent oral and written communication skills.
- Ability to problem solve and work in a fast-paced environment.
- Ability to de-escalate situations and demonstrate a calm and respectful demeanor over the phone.
- Ability to communicate positively and tactfully with external and internal contacts
- 3-5 years of experience as Executive Assistant or equivalent.
- Post-Secondary education in a related field is required.

Rate-of-pay: \$23.61 to \$29.34 per hour with comprehensive benefits and a defined benefits pension plan.

STSWR is committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the community we serve, who will foster the success and well-being of our students and who demonstrate a commitment to equity and inclusion in our workspaces.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We will make any appropriate accommodation based on any of the human rights protected grounds, to support candidate participation in the hiring process.

Please forward your resume and a copy of your diploma/certificate, by 4:00 p.m. on June 12, 2023, to:

Keith Prudham, Operations Supervisor
Student Transportation Services of Waterloo Region
550 Bingemans Centre Dr, Unit 102, Kitchener, ON, N2B 3X9
Email: careers@stswr.ca

Only those candidates selected for an interview will be notified