

Administrative Support

Position Status:	Permanent
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$51,109 - \$67,570 per year
Hours of Work:	36.25 per week
Posting Date:	March 19, 2026
Closing Date:	March 29, 2026

Who We Are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda across the province.

At the heart of our work is a commitment to democracy—making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

The Finance & Procurement division of Elections Ontario (EO) is seeking an experienced, highly organized and detailed oriented Administrative Support individual to provide support to the Director, and management team. In this role, you will manage day-to-day administrative tasks, such as calendar management, records maintenance, invoicing, preparation of agendas and presentations.

What to Expect in this Role

Reporting to the Director, Finance & Procurement, you will:

- Compile and coordinate information across the organization to support projects, reports, presentations and executive materials
- Prepare a wide range of documents, including correspondence, reports, executive summaries, financial statements, business cases, manuals, travel expenses and purchase requisitions.
- Manage the Director's calendar, including scheduling meetings, resolving conflicts, and coordinating related logistics.
- Organize and facilitate internal and external meetings, including preparing and distributing agendas, capturing records of discussion, and arranging facility and travel arrangements.

- Perform a variety of administrative tasks, including divisional budget coordination, expenditure tracking, and general office operations such as invoicing.
- Maintain confidentiality when handling sensitive information, documents, and stakeholder communications.
- Support initiatives across the Finance & Procurement Division, including reviewing content and contributing to research activities.
- Support procurement processes by reviewing documentation for completeness and coordinating required approvals.
- Track and maintain action items, deadlines, spreadsheets, and follow-ups to support timely completion of tasks and deliverables.
- Complete other duties as assigned.

What You Need to Qualify

- Demonstrated administrative/secretarial skills and the ability to work independently with limited direction while managing competing priorities and deadlines.
- Experience with manual and electronic records management.
- Experience with managing calendars and strategically resolving scheduling conflicts.
- Must be detail-oriented with superior organizational and interpersonal skills.
- Ability to record electronic minutes, clearly outline action items, and provide finalized notes and agendas to the Director within tight turnaround timelines.
- Proficiency with Microsoft Office suite of tools, specifically Word, Excel, PowerPoint, Outlook, and SharePoint.
- Strong verbal and written communication skills, with experience writing, editing, and proofreading confidential documents and briefing materials.
- Proven customer service skills and ability to provide accurate, timely responses to diverse stakeholders.
- Ability to adapt quickly to rapidly evolving circumstances.

Note: This position requires in-office presence five (5) days per week. (There is no hybrid opportunity).

Employment is contingent upon the successful completion of a criminal background checks and social media check.



How to Apply

Please submit your cover letter and resume as one attachment, using format: **First Last Name-#EO-2026-45** in the subject line, to jobs@elections.on.ca no later than 4PM, March 29, 2026.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to Request an Accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.