

Town of Beaumont Executive Assistant Community and Protective Services

As Canada's 5th fastest growing community ideally situated 3.5 km south of the City of Edmonton boundary on 50th Street, the Town of Beaumont is recruiting for the challenging position of Executive Assistant, Community and Protective Services.

This position will report directly to the General Manager, Community and Protective Services (CPS), and will be responsible for providing high level administrative support to the general manager and will also provide support to the department. The ideal candidate will have excellent interpersonal, written and verbal communication skills, and will have the demonstrated ability to work within a multi-faceted, flexible environment with highly confidential and sensitive information with minimal supervision.

Core Responsibilities and Duties:

- Draft correspondence, letters, presentations and other documents
- Preparation of Council memo and reports, including editing, revisions and formatting
- Organize meetings (preparation of meeting agendas, compile and prepare documentation and record meeting minutes, including coordinating meeting spaces, materials, catering and technology)
- Manages General Managers calendar, schedules appointments and meetings
- Works on special projects as directed by the General Manager
- Liaises with other government agencies and municipalities
- Maintains department databases
- Monitors and updates the departments projects
- Prepare expense submissions
- Assists with annual budget preparations
- Serves as the first point of contact for visitors, callers while maintaining an exceptional level of customer service

The ideal candidate will have Business Administration Diploma or other (Office Administration Diploma) Post-secondary degree in a relevant discipline, and a minimum of five years of experience supporting senior management. The ideal candidate will have strong organizational and customer service skills that allow you to work well in a customer service oriented and fast-paced environment. You are a team-oriented contributor who anticipates the needs of the group and liaises effectively with key stakeholders. The preferred candidate must possess strong working knowledge of MS Word, Excel and Outlook. Experience working in a municipal government environment is an asset.

The salary range for this full-time position is \$56,056 - \$73,182 (starting salary is negotiable within this range based on suitable experience and qualifications).

The Town of Beaumont is striving to be one of Canada's finest employers.

Interested persons should submit a cover letter and resume no later than September 27, 2017 to:

Human Resources | Town of Beaumont | 5600 49 Street, Beaumont, Alberta, T4X 1A1

E-mail: careers@beaumont.ab.ca

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