



Now Hiring **Executive Assistant** (Corporate Services Commissioner's Office)

We are looking for a **senior level** Executive Assistant to support the Commissioner of Corporate Services. The Executive Assistant is responsible for effective and efficient management of all business processes in the Corporate Services Commissioner's Office. This is a dynamic role that is the first point of contact for the Commissioner's office and will interact with senior administration, elected officials, all levels of government, outside agencies, internal staff and the public. This position will have a diverse set of duties and responsibilities, involving adaptive knowledge and application of City policies and procedures.

This dynamic role requires an energetic, detail oriented individual who has exceptional interpersonal, planning and organization skills, and can multi-task with the ability to be flexible and meet stringent deadlines. The Executive Assistant will have strong anticipation skills and ability to mentor administrative support staff within the Corporate Services Division. If you enjoy working in a high paced environment, while maintaining multiple priorities in a professional manner, we want to hear from you!

Required Qualifications:

- ✓ Successful completion of a two (2) year diploma from a recognized technical institute in business administration or office administration;
- ✓ Seven (7) years of directly job-related work experience, including minimum of two (2) years in a senior administrative capacity;
- ✓ An equivalent combination of management approved training and experience may be considered.

Our organization offers a highly attractive total compensation package, including competitive salary, excellent benefits, learning & development opportunities as well as a great work environment which provides excellent opportunities for professional growth.

The City of Medicine Hat strives to achieve its vision to be a "Community of Choice"; a place where people choose to live, work and play. The Medicine Hat advantage:

- ✓ Extensive Recreational Facilities
- ✓ Low Utility Rates and Taxes
- ✓ Flourishing Cultural Community
- ✓ Family Oriented Community

Qualified candidates are invited to submit a resume to **Competition #17199A** Human Resources Department, City of Medicine Hat, Suite 101, 505 First Street SE, Medicine Hat T1A 0A9; fax (403) 525-8870; e-mail hr@medicinehat.ca.

This posting will remain open until **Wednesday, October 25, 2017 at 4:30 p.m.**

We thank all applicants; however only those selected for an interview will be contacted.

