



EXECUTIVE ASSISTANT
Full-Time Permanent Position (Exempt)
Posting No. 2022-20

DEPARTMENT:	Corporate Administration
INTERNAL/EXTERNAL POSTING DATE:	April 29, 2022
CLOSING DATE:	4:30 pm, May 20, 2022
HOURLY RATE:	\$35.86 (after probation)
COMPETITION NO.:	2022-20
HOURS OF WORK:	35 hours per week

The City of Dawson Creek invites applications from administrative professionals for an exempt Executive Assistant position. Under the direction of the Deputy Corporate Officer or designate, the Executive Assistant is the primary point of contact for the Mayor, Councillors and Chief Administrative Officer. The Executive Assistant coordinates meetings, special events and ceremonies, makes travel arrangements for Mayor, Councillors and administrative staff, receives incoming correspondence and calls for the Mayor, Councillors and Chief Administrative Officer, and provides support to the Corporate Administration Department and senior management team. This is a very challenging role in a busy and complex office environment. The successful candidate must be able to handle multiple tasks and prioritize accordingly.

This is a full time 35 hour per week position with regular working hours of 8:30 am to 4:30 pm, Monday through Friday. Work outside of these hours may be required on occasion.

The successful applicant must have a Grade 12 education with a minimum of two years of administrative/office experience, be efficient (minimum 60WPM keyboarding speed) in computer use and programs, particularly the Microsoft Office suite, and must submit a Criminal Record Check, the results of which must be satisfactory to the City. Preferred candidates will hold the Applied Business Technology program certification, have excellent communication skills and have prior experience in a legal or government office dealing with tight timelines, multiple competing priorities and legislative compliance. The ability to effectively interact with the public and other staff members, maintain confidentiality and exercise considerable independent judgment are all required in this role. Familiarity with relevant legislation such as the *Community Charter*, *Local Government Act*, and municipal bylaws would be advantageous.

A complete job description is available upon request.

Candidates should submit a resumé marked with the job posting name and number by emailing a pdf or word document to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 4:30 pm on the closing date reference above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.