

ADMINISTRATIVE ASSISTANT - WWTP

NATURE OF WORK: This position is responsible for administrative support to the Wastewater Treatment Plant. This work involves work of a confidential nature including providing support to the manager to ensure the overall effective and efficient operation of the Wastewater Treatment Plant. This position is responsible for performing administrative duties which include coordinating and attending meetings, preparing minutes and reports, ordering/tracking office supplies, and directing internal and external correspondence for the department.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Superintendent of the Wastewater Treatment Plant (WWTP).
- Works closely with the other staff of the WWTP.
- Develops and maintains working relationships with departmental managers, supervisors, and all City employees to provide administrative support and assist with Wastewater Treatment related functions.
- As a committed member of the City of Charlottetown team, the Administrative Assistant will act as a positive role model for all employees throughout the organization.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- Performs administrative duties such as answering phone calls, updating spreadsheets, filing, coordinating, and attending meetings as required, composing, and editing routine and confidential correspondence including reports, meeting minutes, letters, memos, forms, tables, and minutes. Establishes and maintains an efficient filing system for WWTP operations.
- Receives and responds to incoming communications related to the Wastewater Treatment Plant.
- Receives and submits all timesheet data, processes, and remits to the Human Resources department.
- Performs basic computer and file management functions; performs data entry and work order printing for Preventative Maintenance application.

- Prepares monthly/yearly statistical reports.
- Acts as an information resource person for general inquiries for the WWTP and assists as required.
- Maintains and updates the policy and procedure manual as required.
- Issues necessary purchase orders as required and completes the monthly reconciliation of all purchasing cards within the WWTP.
- Submits appropriate A/R information to the Finance Department on a regular basis.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Advanced verbal and written communications skills and the ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software, and the ability to accurately input and classify information with a high level of attention to detail.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- A strategic and creative thinker with the ability to work with detailed processes.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.
- Excellent analytical and research skills paired with the ability to create and alter detailed reports as required.
- Ability to work overtime on occasion to accommodate evening and weekend meetings and events.

REQUIRED QUALIFICATIONS:

- Successful completion of a recognized business or administration program.
- Minimum two (2) years of administrative experience.
- Experience working in a unionized environment would be an asset.
- An equivalent combination of education and experience may be considered.

Salary: \$54,809.33 - \$64,481.70 as per the UPSE Collective Agreement.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Administrative Assistant - WWTP**” and submitted by **March 7, 2024, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4110.