

## Administrative Assistant - Economic Development And Tourism Services (Temporary)

<b>Job Requisition</b>	JR-2024-79 Administrative Assistant - Economic Development And Tourism Services (Temporary) (Open)
<b>Job Family</b>	Exempt
<b>Start Date</b>	2024-02-27
<b>End Date</b>	2024-03-27
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Administrative-Assistant---Economic-Development-And-Tourism-Services--Temporary-_JR-2024-79">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Administrative-Assistant---Economic-Development-And-Tourism-Services--Temporary-_JR-2024-79</a>

**Description**

Closing Date:

Mar 27, 2024

Salary Range:

\$64,160.83 - \$75,483.33

Job Description

Effective immediately to January 30, 2026, approximately. Subject to the return of incumbent.

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Reporting to the Manager, Economic Development and Partnerships, this position acts as confidential assistant.

Duties Include:

- Maintains highly confidential files.
- Acts as a receptionist, answering telephone and counter inquiries and providing information of a routine nature or redirects inquiries, as appropriate.
- Organizes events and schedules appointments and meetings.
- Drafts original correspondence; data research; and transmits reports and other communications to staff, external agencies, and stakeholders.
- Answers inquiries and receives visitors on behalf of the manager.
- Schedules appointments and meetings, drafts agendas and itineraries, and takes minutes, as required.
- Acknowledges receipt of, researches, drafts responses and responds to inquiries, complaints, and tracks correspondence.
- Liaises with senior levels of government and senior executives in the private sector.
- Monitors monthly expenditures for the manager, in relation to annual budgets.
- Makes travel plans and travel itineraries for the manager and consultants as required.
- Maintains daily "bring forward" system for the manager.
- Manages filing requirements of the manager.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion post-secondary certification in a recognized secretarial and/or office administration program.
- Minimum of 5 years' executive assistant experience at a senior management level with preference given to those with municipal experience.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Knowledge of general office practices and procedures.
- Proficiency in Microsoft Word, Excel, PowerPoint and Microsoft Outlook.
- Knowledge of filing and management software (e.g. Laserfiche, Tempest/Prospero).
- Exceptionally well-organized and able to work effectively with minimal guidance and supervision.
- Ability to exercise mature judgement regarding confidential and sensitive information.
- Well-developed communication, discretion, and public relations skills.
- Considerable diplomacy and exceptional interpersonal skills.
- Flexible and able to prioritize work in a fast-paced environment, working to deadlines.

Preferred Education and Experience:

- Experience in municipal government.
- Experience in Economic Development or Tourism.
- Education in Local Government Courses (i.e.: MATI Courses, recognized college or university courses in Public Administration).

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at [www.vernon.ca/](http://www.vernon.ca/) by selecting "apply" and creating a candidate profile.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

<b>Worker Sub-Type</b>	Fixed Term (Over 1 Year) (Fixed Term)
<b>Location</b>	Community Services Building
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Economic Development & Tourism