

Executive Assistant - Manager, Real Estate & Director, Corporate Administration (Exempt)

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Closing Date:

Jul 30, 2024

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

Salary Range:

\$64,160.83 - \$75,483.33

Job Description

Job Description Under Review

Reporting primarily to the Manager, Real Estate and also to the Director, Corporate Administration, the incumbent will utilize their administrative expertise in a variety of areas including drafting legal documents, property management, coordinating insurance coverage, assessments, payments, and records management. In addition, the Associate – Manager, Real Estate and Director, Corporate Administration performs a variety of clerical and administrative work in keeping official records and providing administrative support to the Division.

Duties Include:

- Assists in drafting legal documents, including but not limited to leases, licenses, tenancy agreements, statutory rights of way, road dedications, road closures, and Local Government forms.
- Prepares and maintains confidential files and records of the Corporation.
- Coordinates insurance coverage, assessments, and payments.
- Participates in the Real Estate department budget preparation and monitors department expenditures and flags budget and expenditure variances for review with the Manager, Real Estate.
- Assists the Corporate Administration Division with scheduling, minute taking, and budget review.
- Monitors Corporate Administration and Real Estate Cost Centres and prepares Accounting Adjustment Forms as required.
- Prepares a wide variety of items including reports, technical and legal correspondence, minutes, agendas, notices, bylaws, agreements, and contracts.
- Maintains and tracks agreements and lease renewals.
- Obtains quotes from contractors for various property management projects and prepares Procurement requisitions as required.
- Reviews annual property taxes for City owned properties, taking appropriate actions to ensure timely payment.
- Provides back up coverage for the Senior Executive Assistant to the Mayor & CAO and the Deputy Corporate Officer as required. Completes background research using relevant associations such as BC Online, Land Title Survey Authority, or related programs for assigned projects.
- Maintains records of tenants and lessees, updating BC Assessments and notifying internal departments with any applicable changes.
- Prepares confidential correspondence and materials for Council meetings and distributes reports, memorandums, and other communications as directed.

- Reviews real estate plans and maps.
- Acts as liaison between City and various community groups and lease holders.
- Performs various clerical duties including maintaining departmental files and records, copying and distributing a variety of documents and following up on outstanding documents for registration and execution.
- Responds to public and staff inquiries on matters relating to the Department and provides information or re-directs to appropriate staff.
- Reviews monthly property management statements and takes action as required.
- Liaises with various parties to complete legal transactions and ensures documents are maintained as permanent records.
- Provides administrative assistance to the Director of Corporate Administration, as required.
- Responsible for processing and distributing legal invoices monthly.
- 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 of a recognized Legal Secretary or Office Administration Certificate, or other related certificate program.
- Minimum 3 years' as an administrative assistant that includes experience in at least one of the following areas: conveyancing, survey, real estate law, and/or appraisals.
- Experience reviewing real estate plans and maps.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of business English, punctuation, and grammar.
- Working knowledge of office procedures, functional terminology, and departmental regulations.
- Proficient in Microsoft Office Excel, Word (including mail merges), PowerPoint, and other related software.
- Skilled production of neat, accurate typing of 55 correct words per minute.
- Exercises courtesy, tact, diplomacy, and some persuasion in the exchange of non-routine information with other City employees, businesses, and members of the general public.
- Communicates effectively orally and in writing.
- Sound knowledge of standard office equipment.
- Exceptionally well-organized and able to work effectively with minimal guidelines and supervision.
- Exercises mature judgment regarding confidential & sensitive information.
- Excellent telephone skills.
- Flexible and able to prioritize work in a fast-paced, environment, working to a deadline.

Preferred Education and Experience:

- Experience in municipal government
- Real Estate or Appraisal Licenses
- Knowledge of the Community Charter, Local Government Act, and FOIPPA Legislation
- Working knowledge of Tempest, Workday, and Laserfiche considered an asset.

To Apply:

Please submit your resume, using one of the following methods:

- Online at www.vernon.ca
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply via Workday using the Jobs Hub.

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. **No phone calls please!**

Job Details

Job Requisition ID	JR-2024-183
Location	City Hall Building
Posting Date	2024-07-02 - Today
Job Family	Exempt
Time Type	Full time
Job Type	Permanent
Supervisory Organization	Land Services

Hiring Team**Recruiter**

Marin Carruthers

https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Executive-Assistant--Manager--Real-Estate---Director--Corporate-Administration--Exempt-JR-2024-183

We're Hiring for Executive Assistant - Manager, Real Estate & Director, Corporate Administration (Exempt)!