



Position Title:	Executive Assistant	Competition No:	2025-02
Department:	Corporate Services	Close Date:	Until Filled

Position Details:

Salary Range: \$61,000 to \$69,000

Hours of Work: 40 hours/week

Employment Type: Permanent

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of an **Executive Assistant**. Under the direction of the Director of Corporate Services, the Executive Assistant is responsible for providing administrative and clerical support to Mayor and Council, the Chief Administrative Officer, and the Director of Corporate Services.

Job Duties:

1. Administrative and Clerical Support
 - Prepare and compile agendas, minutes, and certified resolutions for all Committee of the Whole, Council meetings and Public Hearings, including distribution of same using web-based meeting management application within established timelines.
 - Prepare and compile the agenda and minutes for the Senior Management Team including the coordination of such reports to be presented to Council from the CAO.
 - Perform typing of correspondence and/or reports for the Director of Corporate Services, the CAO and Mayor, as requested.
 - Preparation and submission of materials to archives, binding minute and by-law books.
 - Act as recording secretary at such meetings as directed and/or required by the City.
 - Maintain and update electronic records on Administrative Reports, Invite Reports, By-Laws etc.
 - Co-ordinate and as required organize public functions and ceremonies on behalf of the Council, CAO, and the Mayor's Holiday reception and photo ops.
 - Provide clerical support and scheduling meetings for the Mayor and Council, and CAO as necessary including expenses and indemnities.
 - In a format approved by the Mayor and CAO, schedule and maintain their appointments.
 - Register attendance, and as requested, make arrangements for accommodations and travel for the Mayor and Members of Council and CAO to attend meetings, seminars, conferences, etc.

- Process invoices for signing approvals for Council and CAO credit card reconciliation.
 - Maintain the petty cash system within the Corporate Services Department.
2. Exceptional Citizen Service
 - Ensure the efficient and effective provision of services to internal and external stakeholders.
 - Provide a vibrant, safe, and healthy work environment, by researching all matters impacting upon the provision of services and to assist in the preparation of long range and short-term planning.
 - Work co-operatively with all City departments and personnel to support City initiatives.
 3. Safety and Emergency Support
 - Ensure all safety procedures and respectful workplace standards are followed.
 - Provide support services within the City of Selkirk Emergency Plan.
 4. Cross train in the payroll process and provide back up to Human Resources, if required
 5. Provide assistance to other positions as required.
 6. Perform other related duties as assigned.

Qualifications and Minimum Requirements:

1. Skills, Knowledge and Abilities

Minimum qualifications shall include:

- Successful completion of Grade 12.
- Successful completion of Secretarial, Administrative Assistant, or Legal Administrative Assistant Program from an accredited institution.
- Three (3) years office experience.
- Superior time management skills and the ability to prioritize tasks with minimal supervision in a rapid paced environment.
- Competence in computer systems including Microsoft Office Suite, email and internet.
- Courses or experience in web-based programs (for example: iCompass) and the ability to maintain and update the City Website.
- Supplemental courses and or training in the area of payroll processing.
- Ability to interpret and implement corporate policies and procedures.
- Excellent oral and written communication skills.
- Superior telephone manners and strong interpersonal skills.
- Professional, responsive, and positive work attitude is essential.
- Clear current Criminal Record Check.

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a Full-Time permanent position. Applications will be accepted until filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.