



Executive Administrative Assistant

Full-Time

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

This position provides support for the Mayor, Council, City Manager and the Corporate Leadership Team (CLT) by providing confidential executive level administrative support by providing clerical support, overall executive team coordination, receiving residents and visitors, arranging travel and correspondence, and scheduling meetings. May also be responsible for training and supervising lower-level administrative staff.

Qualifications

- Office Administration Diploma, or a diploma in business/public administration, or a relevant undergraduate degree, or a combination of education and experience that is equivalent and deemed acceptable by the City.
- Five (5) years of related professional office administrative experience supporting an Executive or Corporate Leader.
- Saskatchewan driver's license & vehicle for work purposes.
- Knowledge and experience working in a municipal or government environment is an asset.
- Must possess key skills including active listening, note taking, and letter writing.
- Ability to provide excellent and effective communication skills with all levels of staff, the public, field management and clients, both written and verbal.
- Ensure confidentiality in all aspects of the work.

Responsibilities

- Maintain and manage multiple calendars for the Mayor/Council and City Manager, including the planning and coordination of appointments meetings, professional engagements, and social events.
- Prepare executive responses to routine memos, letters, emails or correspondence.
- Answer and direct calls to the Mayor, City Manager or appropriate executives and parties, taking messages as needed.
- Arrange meeting facilities, schedule public presentations, record and transcribe various meetings, take follow-up actions as requested, and maintain a record of outstanding items.
- Open, sort, and distribute correspondence, including email, faxes, and mail.
- Record meeting discussions and provide minutes.
- Greet visitors and determine access to appropriate parties.
- Interact with residents/visitors/ratepayers when appropriate and problem solve.
- Act as a conduit for Council requests to administration.
- Oversee the planning and execution of special projects and Council-led community events, ensuring effective management of logistics and budgets.
- Meet with special interest groups or individuals on behalf of CLT members.
- Document complaints and develop an appropriate course of action. Report problems to executives when they cannot be resolved for attention.
- Schedule appointments, plan meetings and coordinate activities for the Mayor and City Manager.
- Manage and maintain executive schedules including scheduling and updating appointments.
- Prepare expense claims, reconcile and code corporate credit cards for the City Manager.
- Review credit card statements and report to the City Manager. Read and analyze submissions, letters, agendas, memos and determine significance, routing to appropriate personnel in a timely and efficient manner.

To view the comprehensive job description please contact HR at hr@cityofnb.ca

Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

hr@cityofnb.ca

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

www.cityofnb.ca



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Competition Number: **EA2025**

Salary: \$70,304 - \$87,416 (2024 OOS Wage Band)

Hours of Work: Monday to Friday 8:00 am to 5:00 pm (40 Hours per Week)

Posting Closing Date: March 17, 2025 @ noon