



EXECUTIVE ASSISTANT
Engineering & Public Works
Regular Full-time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City of Coquitlam is seeking a highly organized, professional, and motivated individual to join our team as the Executive Assistant to the General Manager, Engineering and Public Works. As a vital member of the City's Engineering and Public Works leadership team, you will provide executive-level administrative support to the General Manager, ensuring seamless day-to-day operations within the department.

Key Responsibilities:

- Provide comprehensive administrative support to the General Manager, including calendar management, email correspondence, meeting coordination, and document preparation.
- Coordinate, proofread, and track reports to Council.
- Act as the first point of contact for internal and external stakeholders, including city staff, government agencies, and the public.
- Manage confidential and sensitive information with discretion and professionalism.
- Coordinate and facilitate communication between the General Manager and other departments, as well as with external partners.
- Perform other duties as required in support of the General Manager and the department.

The ideal candidate is a versatile professional, who is accustomed to working at the executive level and performing the full suite of senior administrative support services. In addition to your excellent organizational skills, creativity, and diplomacy, success in the role requires the ability to handle information with a high degree of political acumen, by utilizing good judgement and by showcasing the ability to handle discreet information in an appropriate fashion. This position will regularly liaise with other administrative professionals in City departments.

Applicants interested in this opportunity are asked to submit a resume and cover letter sharing why they are interested in joining our team via our careers portal.

Required Skills and Qualifications

- Ability to learn quickly and apply new information
- Excellent verbal and written communication skills with the ability to interact effectively with senior leadership, staff, and external stakeholders.
- Minimum 5 years experience in a similar executive assistant or senior administrative role.
- Strong problem-solving skills and the ability to work independently and as part of a team.
- Advanced skills in Microsoft Office including Outlook, Word, Excel and PowerPoint.
- A diploma or degree in Business Administration, Office Administration or a directly related field.
- Valid Driver's License.

Preferred Qualifications

- Understanding of City's policies and procedures.
- Knowledge of Engineering and Public works is an asset.



What We Offer:

This excluded position has an annual salary range of \$93,112.84 - \$100,711.70. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in a flex day program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan. While occasional flexibility could be possible, the Executive Assistant would be expected to work out of City Hall on a full time basis.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on March 14, 2025.

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