



Administrative Assistant

Full-Time (40 Hours per week)

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.

The position's primary responsibility is administrative support services to the Director of EPAI (Engineering, Planning, Asset Management and Infrastructure) and the Senior Human Resources Manager and their staff within the two divisions. This role involves confidential administrative work for the human resources team, directs/screens external requests from the public, contractors, and suppliers and effectively relays information within the City to the relevant department or individual responsible. There is a high level of customer service and professionalism required in this role due to the sensitivity of confidential information that is processed. This role provides administration support during, but not limited to staff meetings, investigations, committee meetings, collective agreement negotiations and interviews.

Roles and Responsibilities

- Complete a variety of administrative tasks for the Director and HR Manager including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; preparing itineraries and agendas and answering director's phone.
- Provide hands-on support approach, handles matters expeditiously proactively and follows-through on projects to successful completion.
- Arrange meeting facilities, schedule public presentations, record and transcribe meetings, take follow-up actions and maintain a record of outstanding items.
- Arrange events for EPAI and HR such as Staff Awards Banquet, Twinkle Tour, and public open houses.
- Receive inquiries related to building and development permits and direct the inquiry to the correct person.
- Provide administrative support for the Planning Group which can include receiving, reviewing and processing new license applications, issuing licenses and issuing license renewals.
- Provide administrative support on release of deposits taken of curb crossings, development and service agreements, etc. once projects are completed.

Qualifications

- Grade 12 with a Business Administration Diploma or equivalent combination of education and experience.
- Minimum of three (3) years of relevant experience including confidential scribing
- Proficient with computer software and Microsoft Office Suite applications.
- Strong ability to apply discretion to sensitive issues and maintain confidentiality.
- Knowledge and experience working in a municipal or government environment is an asset.
- Must possess key skills such as active listening, note-taking, scribing, and letter writing.
- Strong organizational skills, ability to self-start and problem-solve.

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

Competition Number: EPA2025

Salary: \$58,833 to \$73,317 (2024 OOS Wage Band 2)

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

Posting Closing Date: Open to filled.

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.

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