



District of Port Edward

Executive Assistant/Deputy Corporate Officer

Exempt Position

Posting Title: Executive Assistant/Deputy Corporate Officer

Department: Administration

Hours: Full-time - 37.5 hours/week

Union/Exempt: Exempt (12-month contract with possibility of Full Time)

Application Deadline: July 12, 2024, or until filled

The District of Port Edward is seeking a proactive and versatile individual who enjoys a dynamic work environment and is adept at problem-solving to join our team as an Executive Assistant/Deputy Corporate Officer.

The Executive Assistant/Deputy Corporate Officer will provide high-level administrative support to the Mayor, Chief Administrative Officer (CAO), and Senior Management Team. Responsibilities include coordinating meetings and calendars, compiling data for reports or presentations, grant writing, records management, grant reporting, and various office administration tasks.

Additional duties involve preparing Council agendas and meeting minutes, handling private and personal information from In Camera sessions, acting as a point of contact, and taking phone calls.

REQUIRED KNOWLEDGE & EDUCATION:

- High school diploma required
- Bachelor's degree in Business Administration or related field an asset.
- Two years of related experience.
- Municipal experience is an asset.

REQUIRED SKILLS & ABILITIES:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced, multi-tasking environment.
- Ability to maintain a high degree of confidentiality and handle sensitive information with discretion.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50 words per minute.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Office 365) or similar software with the ability to learn new or updated software.

Compensation:

The District of Port Edward offers an excellent benefit package.

The salary for this position will be based on education and experience the range will be \$71,400 to \$88,500.

Application Process:

Please forward your resume and cover letter to:

Email (PDF format): cao@portedward.ca

Mailing Address:

Human Resources/CAO
District of Port Edward
770 Pacific Avenue, PO Box 1100
Port Edward, BC V0V 1G0

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