

INTERNAL/EXTERNAL POSTING
Out of Scope – Regular Full-Time
EX002 – Executive Assistant

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

Duties and Responsibilities include:

- Manage the schedules of the Mayor and City Manager
- Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
- Act as a conduit for Council requests to administration and schedule travel and conferences for Council members
- Answering and directing calls to the Mayor or appropriate executives and parties, taking messages.
- Keep the City Manager informed on team projects and other useful information related to day to day operations.
- Greeting visitors and determining access to appropriate parties.
- Reviewing administrative policies within the organization and office; recommending changes as appropriate.
- Opening, sorting, and distributing correspondence, including email, faxes, and postal mail.
- Reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
- Develop and utilize historical information; provide retrieval of information. Record meeting discussions and provide minutes.
- Provide schedule and hours monitoring for the City Manager's Staff.
- Preparing executive travel expense report and assisting with other accounting related duties.
- Data analysis; Perform filtering and sorting of data, and other functions.
- Coordinate office finances assist with budget preparation.
- Provide clerical and general office support to other offices. Delegate tasks and responsibilities to other staff members when appropriate.
- Ability to set up, maintain and update paper and electronic filing systems on behalf of the Mayor, City Council and the City Manager.
- Interact with residents/visitors/ratepayers when appropriate and problem solve. Document complaints and develop an appropriate course of action. Report problems to executives when they cannot be resolved for attention.
- Performs other duties as assigned.

Qualifications:

- Grade 12 supplemented by an Office Administration Diploma or a combination of education and experience that is equivalent and deemed acceptable by the City
- Minimum of 5 years of related professional office administrative experience supporting an Executive or Corporate Leader.
- Strong computer proficiency with MS Office Suite (Word, Outlook, Access, Excel, Power Point).
- Must have or attain valid Saskatchewan driver's license & personal dependable vehicle for work purposes.
- Knowledge and experience working in a municipal or government environment is an asset.
- Must possess key skills such as active listening, note taking, and letter writing.
- Excellent and effective communication skills with all levels of staff, the public, field management and clients, both written and verbal.

Commencement: As soon as possible

Salary:

(\$54,782 - \$68,268) Salary dependent on experience
City flex time policy entitlement.
Employment benefits as per City policy.

Job Reference #: EX002

Please submit a detailed resume and references, quoting the job reference number, to be submitted to: Department of Human Resources, City Hall, no later than 4:30PM, December 7th, 2020 Fax: (306)445-0411, Email: hr@cityofnb.ca