



CITY OF QUESNEL

JOB POSTING Exempt Position

Position: Executive Assistant	Status: Full-Time
Posting Date: December 3, 2012	Application Deadline: This position will be posted until filled
Competition number: 12-63	Competitive Salary and a Comprehensive Benefit Package
How to apply: Please send your resume with competition number, in confidence to: Nancy Coe, Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel BC V2J 7J5 Fax (250) 992-2206 or Email: ncoe@quesnel.ca (Word or pdf document only please)	

The City of Quesnel is a vibrant community serving a total of approximately 25,000 residents within the City and surrounding areas. Affordable housing, outstanding recreation opportunities, and great education options make Quesnel an ideal location. Please visit www.quesnel.ca for a look at our community.

Nature of Position

The Executive Assistant performs a wide variety of administrative duties in support of the Mayor, Council and Chief Administrative Officer. Beyond typical receptionist duties, the EA takes on more complex functions and services, including minute-taking, preparing sensitive correspondence and acting as an exceptional ambassador of the City of Quesnel, the EA is able to deal with a wide range of issues in a diplomatic and tactful fashion.

Duties:

- Manage appointment schedules and obligations to external contacts including various municipal, provincial, and federal governments, stakeholder groups and associations, non-government organizations and the general public for the Mayor, Council and Chief Administrative Officer.
- Assist Council with expense reports, process invoices for payment and reconcile credit card statements for the Mayor and Council.
- Administer conference and event attendance, including travel, accommodation, and information packages for the Mayor, Council, and Chief Administrative Officer.
- Coordinate the logistical aspects of meetings, seminars, workshops, special projects, and events.

- Organize meetings, prepare agendas, transcribe and distribute minutes as directed by the Mayor and Chief Administrative Officer.
- Provide administrative support to the senior management team when required.
- Provide support and coverage to the Deputy Corporate Administrator when required including attending and taking minutes at Council meetings.
- Other related duties and/or special projects as required by the Mayor and Chief Administrative Officer.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

Required Qualifications

Education and Experience:

- Post-Secondary education in Business Administration, or an acceptable combination of education and progressively increasing responsibilities.
- Minimum 2 years of direct work experience in an executive assistant capacity.
- Knowledge of the political process and/or working experience within a political working environment is preferable.
- Previous experience in handling confidential or sensitive information.
- Advanced in MS Word, MS Excel, PowerPoint and Outlook.
- Records Management experience an asset.
- Experience working with various Social Media platforms.
- Superior typing skills with a minimum 60 words per minute.
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports.

Skills and Abilities:

- **Exceptional organizational skills and a demonstrated ability to set priorities and meet deadlines.**
- Strong focus on customer service.
- Ability to maintain the strictest of confidentiality.
- Ability to work under pressure and make decisions under limited supervision.
- Ability to coordinate meeting arrangements, prepare agenda and supporting material.
- Ability to prepare minutes which involve interpretation of the collective sense of meetings, and framing motions often from general dialogue.
- Ability to write and format moderately complex correspondence, including memos, letters etc.
- Excellent written & verbal communication skills.
- Ability to use tact and diplomacy, and demonstrate professionalism at all times.
- High level of sound and independent judgment, reasoning, and discretion.

Hours of Work

35 hours per week, Monday to Friday inclusive and attendance at meetings as required.

The City thanks all applicants for their interest, however only those selected for an interview will be contacted.