



Employment Opportunity

Executive Assistant

The Village of Mannville is seeking an organized, professional, and highly motivated Executive Assistant to support the Chief Administrative Officer (CAO) and Council. This position is critical to the efficient functioning of the Village Office and requires high level of confidentiality, attention to detail, and Administrative experience.

Key Responsibilities

- a. Provide Administrative Support to the CAO, as well as support to Mayor and members of Council as required;
- b. Preparing Agenda's and minutes up to Municipal Standards for Council Meetings (required to attend all Council and/or Committee Meetings on a monthly basis);
- c. Thorough understanding of procedures of Council meetings and provide support to CAO in meetings, passing of bylaws, coordinate communications with delegations, Directors, and Committee members;
- d. Maintain thorough knowledge of the Administrative process and high-level understanding of the Department's functions;
- e. Act as administrative liaison within/outside the department; co-ordinate information and background material to assist in dealing with correspondence or inquiries requiring attention and for use at meetings;
- f. Manage daily workload, set priorities and meet required deadlines with conflicting demands and changing priorities;
- g. Draft correspondence, replying to/initiating action on routine matters;
- h. Co-ordinate and schedule municipal functions, community special events;
- i. Draft communications, including media releases, speaking notes, research reports, etc.;
- j. Arrange appointments, receive and respond to email or phone inquiries from public to the Mayor's Office;
- k. Other duties as assigned;
- l. Co-ordinate meetings on multiple calendars, make travel arrangements; organize and complete Council registration at training events, conferences/workshops/seminars, including travel arrangements and expense reports.

Qualifications

- a. Minimum Grade 12 diploma;
- b. Completion of an office administration certification or other related designation;
- c. Minimum 3-5 years' experience as an executive assistant or as a senior-level professional in a similar environment;
- d. Extensive knowledge of Microsoft Office;
- e. Consideration will be given to an equivalent combination of education and experience;

Position will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resumes, cover letter and references, to:

Attention: Brooke Magosse, Chief Administrative Officer

Village of Mannville

Box 180, 5127-50 Street

Mannville, Alberta

T0B 2W0

Fax: (780) 763-3743

Email: cao@mannville.com

We thank all interested applicants; however, only applicants selected for interviews will be contacted.