



An ocean of opportunity

Position Title:	Executive Assistant
Salary Band:	Individual Contributor
Department:	Administration
Reports to:	Municipal Clerk
Status:	Permanent Fulltime
Classification:	Administrative
Location:	Administrative Centre, 2447 Hwy 3, Barrington, NS
Hours:	Normally 8:30 a.m. to 4:30 p.m., (35 hours/week), subject to change. (Attendance at evening meetings will be required, as assigned)
Date:	July, 2018

SCOPE

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Chief Administrative Officer, Municipal Clerk, and Manager of Finance. This includes typical receptionist duties in addition to more complex functions and services, such as arranging travel plans, minute-taking and scheduling appointments. The Executive Assistant is also responsible for preparing and handling sensitive and confidential material/information and carrying out the general duties of the Municipal Clerk in his/her absence.

QUALIFICATIONS

1. Completion of a community college level certificate in administrative support.
2. A minimum of 2 years related experience in an office environment.
3. Good working knowledge of Business English and Spelling, including proofreading, grammar, and punctuation.
4. Familiar with office practices and procedures.
5. Knowledge of computer operations and software. (Excel, Word, Powerpoint, etc.)
6. Good organizational, multi-tasking, and time-management skills.
7. Proficiency in note taking to record minutes.
8. Ability to work unsupervised.

9. Required to work evenings and travel for meetings/training.

SUMMARY OF FUNCTION

Principle Duties and Responsibilities:

Public Relations:

1. Perform all necessary mailing and shipping functions including receiving, sorting and distributing deliveries.
2. Communicate and interact with the general public, providing information and assistance, in person, by telephone, and electronically.
3. Assist the Tax Department when necessary.
4. Monitor and order office supplies for Tax/Administration and CAO/Municipal Clerk Departments.
5. Coordinate the maintenance of office equipment (postage machine/copier) in an effective and efficient way to facilitate work flow and optimize the value of the equipment.

Word Processing:

1. Assist the Municipal Clerk with the preparation of notices/ads for meetings.
2. Assist the Municipal Clerk with the preparation and distribution of agendas and pertinent information for meetings.
3. Assist in the preparation and type general correspondence for the Chief Administrative Officer, Manager of Finance and the Municipal Clerk.
4. Transcribe minutes for review of Municipal Clerk when required.
5. Proofread outgoing correspondence/records to ensure optimum accuracy.

Records Management:

1. Assist in maintaining a record of files, both electronically and physically.
2. Assist in maintaining files and records of By-Laws, Policies, and Recorded Resolutions.
3. Maintain general contact information on departments and organizations as required.
4. Monitor and file relevant advertising in newspapers.

Administrative Support:

1. Type various correspondence and reports, when required.
2. Provide administrative and secretarial support to the Chief Administrative Officer, Manager of Finance and Municipal Clerk; including, but not limited to, preparing correspondence, photocopying, faxing, proofreading, data entry, tender preparations and openings.
3. Prepare confidential material when required; including, but not limited to, personnel correspondence/information.

4. Assist the Municipal Clerk with Tendering Process – assist in preparing tender/RFP/RFQ packages and tracking/logging information received.
5. Assist the Municipal Clerk with By-Law and Policy development and maintenance.
6. Attend Committee and Council Meetings as Recording Secretary as required.
7. Other duties as assigned.

Teamwork:

1. Assist CAO/Municipal Clerk with special events and meetings/conferences.
2. Carry out the general duties of Municipal Clerk in his/her absence (attending meetings and transcribing minutes).