Job Posting

Executive Assistant

The Executive Assistant supports the operations of the Municipality of the County of Cumberland's Chief Administrative Officer and the Deputy Chief Administrative Officer. This position provides administrative support for the grants program, multiple committees and coordinating Management meetings. The Executive Assistant will also provide lead support in customer service.

The Executive Assistant provides clerical services and is responsible for a variety of day-to-day administrative tasks, inter-departmental communication and directing inquiries from the public. This position is located in Springhill, NS.

Please visit our website for more details at www.cumberlandcounty.ns.ca

Deadline for resumes is Tuesday, June 11, 2024, at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Executive Assistant"

Department of Administration: Executive Assistant

Job Title
Executive Assistant

About the Role

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This position reports to the Deputy Chief Administrative Officer.

Responsibilities and Duties

a. Work closely with the CAO and Deputy CAO including matters of a highly confidential nature.
b. Provide administrative support to the CAO including maintaining the CAO's calendar, setting up meetings, preparing correspondence, photocopying, preparing, and editing draft documents, and assisting with preparation of presentations and reports, data entry.
c. Provide administrative support to the Deputy CAO, including data collection, scheduling meetings, drafting correspondence, monitoring emails, and processing invoices.
d. Prepare agendas, supporting materials and reports for Management Meetings.
e. Provide administrative support for the Grants to Organizations program.
f. Provide administrative support to Council, including processing expense claims and travel reimbursements, as required.
g. Provide administrative support to Committees of Council, including scheduling and minute taking, as assigned.
h. Maintain municipal records in accordance with the *Municipal Government Act* and the Municipality's Records Management Policy.
i. Assist during electoral event when necessary
a. Assist in developing the Municipality's Customer Service Policy with an aim of providing excellent customer service and satisfaction.
b. Develop plans, targets and employee training to implement the Customer Service Policy.
j. Assume the duties of the Municipal Clerk in preparing for and attending Council or Committee meetings, if required.
k. Perform other duties as assigned or required.

Qualifications

a. A degree or diploma from a recognized college or university in Office Administration, Business Administration or an equivalent combination of education and experience.
b. Minimum of three years' experience as an Administrative Assistant or a similar position.
c. WHMIS,
d. Working knowledge of public administration and office procedures.
e. Proficient in working with Windows operating systems and Microsoft Office programs.
f. Excellent oral and written communication skills.
g. Strong interpersonal skills.
h. Experience with record keeping and document management.
i. Excellent attention to detail and accuracy.
j. Highly organized.
k. Professional demeanor and strong work ethic.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 4	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
2024/2025	$55,162	$57,190	$59,218	$61,246	$63,274	$65,302

This is a full-time position based at the Municipality's offices located in Springhill, NS.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.