



DISTRICT OF TUMBLER RIDGE

JOB OPPORTUNITY

Executive Assistant

Competition # 2022-33

About the Role

Reporting to the Chief Administrative Officer this is a senior administrative position responsible for various confidential responsibilities associated with the position of CAO and the Mayor and Council for the District of Tumbler Ridge. The incumbent provides confidential administrative support and technical expertise to achieve municipal objectives and prepares agendas and records minutes Council and Committees. The incumbent prepares internal and external municipal documents, schedules CAO meetings and appointments and follows up with the CAO to ensure time commitments are met.

What you bring:

- A Bachelors' degree in Business Administration, Public Relations, Marketing or Communications, or a related field; and
- Minimum of five (5) years of progressive and relevant experience in an executive assistant role, ideally within a government environment, or equivalent combination of education and experience.
- A combination of experience and training will be considered.

A detailed role description can be found at <http://www.districtoftumbleridge.ca/Town-Hall/Employment-Opportunities>

Working with the District of Tumbler Ridge

Council is committed to excellence in government that reflects our citizen's interests, values and goals. We will strive to deliver quality services in a proactive and responsive manner while ensuring our objectives are clearly communicated by our citizens. We will strive to strengthen and diversify our economy by balancing public safety, industrial development, environmental responsibility and sustainability.

What we offer

- A work environment where safety is our core value;
- Competitive compensation will commensurate with experience;
- Health Benefits and Pension;
- Work schedule including 37.5 hours per week; and
- Equal opportunity, diverse and inclusive workplace.

Applicants close at 12:00pm on Wednesday, September 28, 2022. Please forward resume to:

Human Resources Department
District of Tumbler Ridge
P.O Box 100
Tumbler Ridge, BC, VOC, 2W0
Or by email: hrcoordinator@dtr.ca

While we appreciate all applications, only those selected for further consideration will be contacted.