

Executive Assistant

Are you highly organized, passionate about your community and ready to play a key role in supporting senior leadership? The Town of Peace River is currently seeking an Executive Assistant to provide professional administrative support to our Chief Administrative Officer (CAO) and Town Council.

As the Executive Assistant, you'll be the right hand to the CAO and Council, responsible for managing calendars, coordinating travel, and handling confidential correspondence. You'll also liaise with internal departments, external stakeholders, and the public, ensuring smooth communication and efficient operations.

Key Responsibilities:

- Provide comprehensive administrative support to the CAO and Town Council
- Prepare agendas, take minutes, and ensure accurate records for committee meetings, as required
- Coordinate travel, schedules, and event logistics
- Draft and proofread correspondence, reports, and presentations
- Maintain records of Council and board appointments, expenses, and action items
- Upload and manage documents on internal and public platforms (e.g., DocuShare, website)

Qualifications:

- Post-secondary education in business administration, public administration, or a related field.
- Minimum of 5–7 years of progressive administrative experience supporting senior executives, preferably in a municipal or government setting.
- Strong knowledge of municipal government operations, Council/Committee procedures, and applicable legislation (e.g., Municipal Government Act, FOIP).
- Advanced proficiency in the Microsoft Office Suite; Working knowledge of DocuShare; iCompass and Civicweb
- Strong command of the English language, including verbal communication, reading, and comprehension, is required
- Excellent communication skills, both written and verbal, with the ability to draft professional correspondence and reports
- Strong knowledge of office systems, record management, and meeting procedures
- Ability to work independently and also as part of a team
- Exceptional organizational skills with the ability to manage multiple priorities, deadlines, and shifting demands
- An awareness and astuteness of political matters in public administration
- Demonstrated ability to interact with people in a sensitive, tactful, diplomatic, and professional manner at all times
- Understand and respect the confidential nature of the material dealt with

Working Conditions:

- Light physical activity (lifting up to 30 lbs); extended periods of standing, walking, and sitting
- A fast-paced, dynamic facility environment with fluctuating noise levels
- Occasional evening shift required

The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified candidates. Qualified applicants are invited to submit their resumes and cover letter to hr@peacriver.ca. Please quote **Competition #25/021**.



TOWN OF
PEACE RIVER
ALBERTA

Full Time • Permanent Employment

Salary: maximum salary \$83,486
(negotiable)

Hours: 7.5 hours per day, 37.5
hours per week

Closing Date: Open until a
suitable candidate is found.

What We Offer:

- Your work will have a direct impact on quality of our residents' day to day lives
- Regular training opportunities to expand your skills and knowledge
- Short commute to work
- Our leadership team values your voice and input and welcomes feedback
- A defined benefit pension plan and a competitive health and benefits package that start from day 1
- 3 weeks vacation to start
- Free gym membership

We thank all participants for their interest, however only those who are selected for an interview will be contacted.