Executive Assistant

Infrastructure and Public Works

Mount Pearl is a vibrant, progressive community with an exceptional quality of community life and a strong sense of home. We are home to 23,000 people who live, work and play here and our economy is dynamic and rooted in innovation and excellence. We are seeking a person who is strategically focused on the continual growth and community development of Mount Pearl.

The role

Reporting to the Director of Infrastructure and Public Works, the Executive Assistant provides administrative support to the Director, Works Superintendent, Roads Forepersons, and the department requiring independent judgment and initiative. The position co-coordinates the administrative activities of the Infrastructure and Public Works Office and responds to requests and/or appropriately redirects action items. The position also acts as the administrative liaison with internal and external sources; coordinates meetings, prepares agendas, records minutes and prepares action items; and supports a high quality of client service.

Work is performed with considerable independence with only unusual or difficult problems referred to the Director for guidance. Judgment is required in identifying priorities in daily routines and ensuring deadlines are met. The work may involve matters of a sensitive or confidential nature, including staff, and matters involving citizen requests for services. Work is reviewed through regular verbal updates and observation of results obtained.

The ideal candidate

The ideal candidate will possess progressive office management experience (minimum of 5 years) in a client focused environment, supplemented by a diploma in Office Administration from a recognized educational institution; or any equivalent combination of experience and training that is acceptable to the City.

Our team is the place for you!

The City offers a respectful, safe and exciting work environment focused on public service; competitive compensation of $53,999 to $67,500 per annum; comprehensive programs in health and wellness; and a defined benefit pension with transfer-in options.

Review of applications will begin on June 4, 2019.

Interested applicants may apply, in confidence, by submitting a cover letter and resume in PDF format referencing the competition number Competition Number: IPW-2019-21-IN to recruitment@mountpearl.ca.

The City thanks all interested applicants. Selected applicants will be notified if invited for an interview. To check the status of the competition or view the detailed job description please visit our website at http://mountpearl.ca/jobs/ or contact Human Resources at 709-748-1094.