

EMPLOYMENT OPPORTUNITY

Executive Assistant to the Town Manager

Permanent Full-Time Position

The Town of Redwater is situated just 35 minutes north east of Edmonton and borders the Alberta Industrial Heartland, this community is poised for significant growth. Redwater offers great recreation, culture, education and health care to the area residents. Visit our website to learn more about our great community: www.redwater.ca.

If you enjoy working in a positive environment and are looking for a career opportunity that encourages growth and educational opportunities, this position will interest you. Our team is seeking an individual who is highly motivated and enthusiastic who will assist with a variety of administrative functions, including support for the Town Manager and Council.

Reporting to the Town Manager, this individual will be primarily responsible for the following:

- Assisting the Town Manager with compiling and distributing Council and Committee agendas
- Attend and prepare minutes for all Council and administrative meetings
- Ensure all agendas and minutes are posted to the Town website
- Maintain an action list of Council outcomes and follow up as directed
- Conduct research and analyze data to prepare reports, bylaws and policies
- Prepare speaking notes, correspondence and presentations as required
- Handle electronic communications for the Town Manager and Council members as required
- Maintain a positive communication plan for internal and external audiences

The ideal candidate will:

- Be proficient in written communication and editing
- Have strong time management skills
- Be highly organized and efficient

Qualifications:

- A degree or diploma in administration, communications or a related field is an asset
- Advanced office management or senior secretarial training with a minimum of 3 year office administrative experience
- Competent with Microsoft Office programs with a strong emphasis on Word and Publisher or related publication software
- Extensive knowledge of practices and operational procedures of municipal government is an asset

A detailed position description is available on our website: www.redwater.ca

Salary range for this position is based on level of education and experience. Please forward your resume and three work related references to:

Tim Duhamel, Town Manager

Town of Redwater, Box 397, Redwater, AB, T0A 2W0

Email: cao@redwater.ca Fax: (780)942-4321 Ph: (780)942-3519



Deadline for submission of resumes is 4:30pm **Wednesday, October 13, 2021.**

The Town of Redwater thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.