

# WE'RE HIRING!



## EXECUTIVE ASSISTANT

**EMPLOYMENT STATUS:** Full-time (37.5 hours per week)

**EMPLOYEE GROUP:** Exempt

**REPORTS TO:** Chief Administrative Officer

**POSTING DATE:** July 21, 2023

**INTERNAL/EXTERNAL CLOSING DATE:** Open Until Filled

**POSTING:** P#2023-15

The Town of Gibsons is seeking an experienced administrative professional to join their team and provide key senior level administrative support to the organization.

This is an exciting and dynamic role that provides an attractive opportunity to work in a unique and distinctive municipality well known for its leadership in [natural asset management](#). Here, you'll enjoy a supportive work culture, surrounded by people who are committed to delivering excellent service to the community of Gibsons.

Reporting to the Chief Administrative Officer, the Executive Assistant provides a wide range of complex administrative support services to the Town's Mayor and Council, and Chief Administrative Officer.

The Executive Assistant also supports the Human Resources function by providing confidential HR administrative support to the Manager of Human Resources including but not limited to recruitment and selection and employee life cycle activities.

The Executive Assistant is an integral member of the Corporate Services Team and is relied upon heavily to contribute to the efficiency of the organization by providing personalized and timely administrative support.

This position requires an individual with the ability to exercise considerable independent judgement, initiative, discretion, and diplomacy in processing the work of themselves and others, some of which is highly confidential and sensitive in nature. The incumbent will need to manage competing priorities by utilizing effective organizational and time-management skills.

The Executive Assistant is an engaged and collaborative member of the broader team of administrative assistants and participates in regular team meetings and activities. The Executive Assistant takes a leadership role in championing new initiatives and sharing best practices with the administrative team.

If you are an experienced senior level administrative professional, seeking a dynamic opportunity within a fast-paced work environment, this may be the position for you. Come join our unique and collaborative team!

## EDUCATION, QUALIFICATIONS AND EXPERIENCE

- Completion of Grade 12 education or equivalent.
- Minimum of 5 years' experience as an Executive Assistant or suitable equivalent of experience and education.
- Experience compiling meeting agendas and recording meeting minutes.
- Advanced skill in all Microsoft Office Suite applications.
- Post-secondary education in business administration, public administration, or human resources, considered an asset.
- Experience working in a unionized environment including familiarity with collective agreements, considered an asset.

## SUMMARY OF KEY COMPETENCIES AND ABILITIES

- Demonstrated ability to manage competing priorities and deadlines.
- Demonstrated ability to work cooperatively and communicate in an effective and tactful manner with the general public, elected officials, government agencies, staff and department managers.
- Demonstrated ability to maintain confidentiality and remain diplomatic in dealing with sensitive matters.
- Strong problem-solving skills and analytical ability.
- Strong organizational and time management skills with exceptional attention to detail.

## ADDITIONAL REQUIREMENTS

- Flexible hours required for attending Council meetings and public hearings on a regular basis.
- Commitment to continuous learning by maintaining professional and technical knowledge through attendance of professional workshops, reviewing professional publications, and establishing personal networks.

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## HOW TO APPLY

This is a summary of the position, experience, and qualifications. A copy of the full job description which further outlines the key responsibilities and duties of this position can be requested directly from Human Resources at [HR@gibsons.ca](mailto:HR@gibsons.ca). Any questions regarding this position can be directed to the same.

