

Position Vacancy: Executive Assistant

Great City, Great Work, Great Future!

DEPARTMENT:	Fire & Rescue Services	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 Hours/Week	SALARY:	\$65,451 to \$72,162 annually

New Westminster Fire & Rescue Services, one of B.C.'s longest serving fire departments, is seeking a highly motivated, dedicated and professional Executive Assistant to provide specialized administrative support to City's Fire Chief. As an integral part of the management team, you will be required to process confidential matters and materials pertinent to personnel, labour relations and department policy. Your adaptability, resourcefulness, good judgment and ability to multitask will allow you to confidently handle the daily responsibilities and duties of this diverse senior level position.

REQUIREMENTS:

- Completion of Grade 12 (or equivalent), supplemented by the completion of a post-secondary certificate or diploma in office administration or business administration, plus considerable related experience, or an equivalent combination of training and experience.
- Demonstrated knowledge of finance and accounting principles and practices.
- Ability to relieve senior staff of routine administrative and complex clerical detail with minimal direction.
- Ability to act with tact and discretion in assisting the Fire Chief in addressing and processing a variety of matters, including highly confidential, sensitive or political matters.
- Ability to demonstrate excellent verbal and written communication skills, including the ability to independently prepare narrative and statistical reports and complex correspondence.
- Ability to establish and maintain effective liaisons, communications and working relationships with staff, external contacts and the general public.
- Ability to research, compile and assemble a variety of statistics, information for reports, presentations and speeches.
- Ability to ensure the maintenance and control of a variety of office records, files, documents, correspondence and related data.
- Ability to work independently, organize workload and set priorities, and to be flexible with changing priorities and deadlines.
- Ability to effectively use the MS Office 2010 Suite of products. Knowledge of Kronos, JD Edwards and Provox is an asset.
- Ability to analyze and evaluate office systems, methods and procedures and to initiate and implement creative solutions and improvements, including software applications and record systems.
- Typing proficiency a minimum of 55 wpm.
- Valid Driver's License for the Province of British Columbia.

Apply by sending your resume quoting competition **#15-22, by March 9, 2015** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*