



Now Hiring **Executive Assistant** (Chief Administrative Office)

We are looking for a **senior level** Executive Assistant to support the Chief Administrative Officer. The Executive Assistant is responsible for effective and efficient management of all business processes in the CAO's office. In addition, this role also performs a coordination/leadership role to the Commissioner's Executive Assistants, which includes initiating and supporting process change and consistency, coordination of schedules and coverage, information sharing and updates. This position will have a diverse set of duties and responsibilities, involving adaptive knowledge and application of City policies and procedures.

This dynamic role requires an individual who has strong leadership and interpersonal skills, and is able to maintain good working relationships with the Commissioners, General Managers, City Council, and staff members. The Executive Assistant must have excellent written and verbal communication skills, along with strong organizational abilities. The candidate must also be able to demonstrate a high level of professionalism, confidentiality, and diplomacy due to the sensitive and confidential nature of the assignments. Advanced skill and knowledge of Microsoft Office and email applications would be an asset.

Required Qualifications:

- ✓ Successful completion of a two-year diploma from a recognized technical institute in business administration or office administration;
- ✓ Seven (7) years of directly job-related work experience, including a minimum of four (4) years in a senior administrative capacity and two (2) years supervisory experience;
- ✓ An equivalent combination of management approved training and experience may be considered.

Our organization offers a highly attractive total compensation package, including competitive salary, excellent benefits, learning & development opportunities as well as a great work environment which provides excellent opportunities for professional growth.

The City of Medicine Hat strives to achieve its vision to be a "Community of Choice"; a place where people choose to live, work and play. The Medicine Hat advantage:

- ✓ Extensive Recreational Facilities
- ✓ Low Utility Rates and Taxes
- ✓ Flourishing Cultural Community
- ✓ Family Oriented Community

Qualified candidates are invited to submit a resume to **Competition #17138A**, Human Resources Department, City of Medicine Hat, Suite 101, 505 First Street SE, Medicine Hat T1A 0A9; fax (403) 525-8870; e-mail hr@medicinehat.ca.

This posting will remain open until **Wednesday, August 16th, 2017 at 4:30 p.m.**

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

