

# BUILD A CITY. BUILD A FUTURE.



## Mayor's Office Assistant

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

Reporting to the Executive Assistant to the Mayor, the Mayor's Office Assistant provides junior-level administrative and logistical support to the Mayor and the Mayor's Office. This role plays an important part in ensuring the smooth day-to-day operations of the Office through hands-on assistance with office coordination, event preparation, and public-facing engagements. The position requires a high degree of professionalism, confidentiality, and political sensitivity in all interactions.

### EMPLOYMENT STATUS

Exempt – Full Time, Term (term will be until December 31, 2026)

### RESPONSIBILITIES

- Assist with scheduling logistics, including calendar updates, room bookings, and travel arrangements as directed.
- Accompany the Mayor to community events, assisting with materials, signage, and wayfinding, and ensuring the Mayor has what she needs on site.
- Greet and support guests, dignitaries, and members of the public who attend the Mayor's Office.
- Print, prepare, and organize briefing notes, agendas, and event packages under direction.
- Help maintain organization of the Mayor's office including filing, document tracking, and office supply inventory.
- Support social media and communications efforts by compiling event photos or summaries for senior staff to review.
- Provide onsite logistical support during in-office meetings, including room setup, refreshments, and technical support.
- Perform basic research or summary tasks to support public appearances or recognition events.
- Other related duties as required.

### QUALIFICATIONS

- Completion of Grade 12 supplemented by a one-year office administration or public affairs program.
- 1–2 years of related experience in a front-line, administrative, or political environment is preferred.
- Proficient in Microsoft Office (Outlook, Word, Excel), with the ability to learn City systems quickly.
- Excellent communication skills and a professional demeanor.
- Politically aware with the ability to exercise tact, discretion, and sound judgment at all times.
- Strong organizational skills with attention to detail and ability to manage multiple priorities.
- Ability to work occasional evenings or weekends to support Mayoral events.

### Additional Info

- 37.5 hours per week
- A1 – \$61,000 – \$71,765 per year (2024 rates) + benefits.
- Successful applicants must provide proof of qualifications.
- This position requires completion of a Police Information Check.

### APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6656.