



Employment Opportunity
Executive Assistant - Operations (Non-Union)

We invite you to become a part of our vibrant municipal team in Prescott, the historic Fort Town on the St. Lawrence River with convenient access to Ottawa, Montreal, and Toronto.

Duration: Approximately June 3, 2019 to approximately September 28, 2020

Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

Reports To: Director of Operations

Position Scope:

Supporting the Director of Operations by providing administrative services regarding Public Works, Waste Collection, Arena, Marina, Water Department, Crossing Guards and Walker House. You will also support the Parks, Recreation & Tourism Coordinator with administrative duties concerning parks, recreational programming, and tourism activities and promotion.

The ideal candidate will possess the following key qualifications:

- Demonstrated ability to utilize effective interpersonal skills, tact, and good judgement working with residents, all levels of staff, elected officials, and external organizations.
- Excellent time management, problem solving, and organizational skills; initiative and reliability
- Excellent oral and written communication skills with proficient use of various office based software including Microsoft Outlook, Word, Excel, and PowerPoint
- Demonstrated ability to utilize social media and web publishing software
- Post-Secondary education in business administration, or equivalent education and/or experience
- A satisfactory vulnerable sector police check will be a condition of employment

A job description for this position can be accessed at www.prescott.ca

Please email your detailed resume and covering letter, in confidence, by the closing date to: hr@prescott.ca. Please indicate competition number 03-2019 and position title in the subject heading.

Closing date: Wednesday, May 15th, 2019 at 4:30 p.m.

We thank all applicants for their interest, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process.