



Executive Assistant (Exempt)

Nestled in the heart of the Okanagan Valley, Summerland is a friendly town with a population of approximately 11,600 residents. Our easy access to beautiful beaches, scenic biking and hiking trails, mountains and vineyards, and our warm community spirit help make Summerland a desirable place to work and play!

Due to a pending retirement, Summerland is seeking a self motivated Executive Assistant to provide confidential support to the Chief Administrative Officer (CAO), Mayor and Council. The District relies on this key position within the organization to demonstrate sound judgment and tact when dealing with administrative processes, Mayor & Council, staff, and the public. Strong business writing and communication skills are imperative to ensure accurate and well written press releases, the preparation of confidential and general correspondence, drafting documents on behalf of Council and the CAO, monthly newsletters, meeting minutes, maintaining social media platforms, registrations and conference bookings, etc.

Positively representing the organization, this role undertakes the planning and organizing of corporate events, conference and meeting details from beginning to end. This includes facility arrangement, equipment bookings, catering, invitations, etc. This position requires outstanding clerical and communication skills and the ability to multi-task under pressure with deadlines. The preferred candidate will have:

- Diploma or degree in business administration, communications, public administration or a related field;
- A minimum of 5 years related administrative experience supporting senior management and Councils / Boards;
- Local government experience would be an asset;
- Proven experience producing public information service delivery documentation;
- Experience in website and social media writing, maintenance and editing;
- Previous experience handling confidential and sensitive matters / information with discretion and integrity;
- Exceptional written and verbal communication skills;
- Ability to work on several concurrent tasks and competing priorities within established timelines;
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher) and a range of social media platforms, with the ability to learn other programs quickly and easily;
- Strong work ethic with the flexibility to adjust hours to start early, stay late or work an extended day if required;
- Excellent attention to detail and organizational skills;
- Valid Class 5 driver's license.

This exempt position offers a competitive salary as well as a comprehensive benefits package, pension and continued professional development. If you would like to be considered for this exciting opportunity please submit your cover letter and resume (in PDF format) to hr@summerland.ca quoting Competition number 19-41E2 by Wednesday, January 1, 2020.

We thank all applicants for their interest, however only those under consideration will be contacted.