



EMPLOYMENT OPPORTUNITY
EXECUTIVE ASSISTANT

This is a permanent full time position, reporting to the Chief Administrative Officer.

The individual will work in close relation with the Chief Administrative Officer to assist with the following:

- ◆ Prepare agenda packages for Council, record and distribute Council meeting minutes
- ◆ Incoming and outgoing correspondence for Council and CAO
- ◆ Maintaining minute book
- ◆ Maintaining and creating bylaws and policies
- ◆ Schedule meetings
- ◆ Note taking for unscheduled meetings including committee meetings as directed
- ◆ Booking and planning conference/events
- ◆ Creating advertising, marketing and event documentation; public relations
- ◆ Website maintenance/upload
- ◆ Other duties as directed by the CAO

Minimum Qualifications

- ◆ Grade 12 diploma or equivalency
- ◆ Proficient in the use of computers and a variety of applications
- ◆ Strong problem solving, public relations and interpersonal communication skills
- ◆ Articulate and well organized
- ◆ Ability to work in a team environment
- ◆ Prior experience in a municipal government setting along with advanced education in administration would be an asset

Deadline for applications is 4:30 pm, November 6, 2020. Candidates should submit their resumes to:

Attention: Lori Hillis,
Chief Administrative Officer,
Town of Rimbey,
Box 350,
Rimbey, Alberta, T0C 2J0

or via Fax (403) 843-6599 or Email generalinfo@rimbey.com

The Town of Rimbey thanks all persons who submit resumes, however, only those chosen for interviews will be contacted.