

SEASONAL EMPLOYMENT OPPORTUNITY

Executive Assistant

Opportunity No. TOB-EA1-19

The Town of Bassano is accepting applications for a full-time seasonal Executive Assistant.

We are excited to offer this employment opportunity and are looking for the right candidate to assist the Chief Administrative Officer and administrative team with a variety of projects. The ideal candidate will be highly motivated, organized, professional with a keen ability to research, read and interpret comprehensive documents and policies

Responsibilities include, but are not limited to:

- Develop a permit tracker,
- Update the municipal disaster plan,
- Assist with policy review and revisions,
- Research,
- Update various lease and contract documents,
- Marketing and promotion, and
- General administrative functions (corresponding with the public, filing, answering phones, writing letters, etc.)

Key attributes/qualifications:

- Must have a degree or be working towards its completion in business administration, marketing, finance or equivalent.
- Must be organized,
- Ability to work independently and in a small team,
- Ability to take direction and self manage projects,
- Eager and willing to learn,
- Strong writing, research and communication skills,
- Proficient in Microsoft Office (Excel, Word, Outlook, Power point),
- Experience working in a professional office setting,
- Executive assistant experience is considered an asset,
- Municipal experience is considered an asset.

We offer, training opportunities, leadership development, project experience and a team environment where everyone contributes to our success.

- Term – May 6, 2019 – August 23, 2019
- Wage \$16.00 - \$21.00 per hour based on experience and qualifications
- 40 hours per week (Monday – Friday, 8:30 a.m. – 4:30 p.m.)

Submit a cover letter and resume quoting application no. TOB-EA1-19 no later than April 5, 2019 to:

Town of Bassano
Amanda Davis, Interim CAO
502 2nd Avenue
P.O. Box 299
Bassano, AB T0J 0B0
Fax: 403-641-2585
Email: cao@bassano.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.

