



Employment Opportunity **EXECUTIVE ASSISTANT**

Town of St. Paul requires a full time Executive Assistant who will be responsible for a wide variety of administrative duties in support of the Chief Administrative Officer (CAO).

Duties include but are not limited to scheduling appointments, meeting minute-taking and distribution, drafting both internal and external correspondence, and arranging training and travel plans. A main accountability of this position is the coordination and maintenance of our Town website including assistance with advertising and promotional material, as well as a communication strategy. The Executive Assistant is expected to maintain confidentiality and interact professionally with Council, Staff, and the public.

We are looking for someone with:

- Experience in an Administrative role including, strong knowledge of office procedures and practices
- Keen attention to details
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- Experience with website maintenance and social media tools such as Twitter, Facebook, YouTube
- Resourceful and flexible
- Proven organizational and time management skills

The Town of St. Paul offers a competitive salary package, an engaging work environment, and career advancement opportunities.

Qualified applicants should forward a cover letter and resume by 4:00 p.m. on Friday, September 2nd, 2016 to:

Human Resources

Box 1480

St. Paul, AB T0A 3A0

Email: humanresources@town.stpaul.ab.ca

The Town of St. Paul appreciates and considers all applications, however, only those chosen for an interview will be contacted for further information.