



JOB POSTING EXECUTIVE ASSISTANT

COMPETITION NO:	2019-007
TERMS:	Permanent Full-Time
HOURS OF WORK:	Monday to Friday 8:30 – 4:30
APPLICATION DEADLINE:	4:00 p.m., Thursday, February 14, 2019

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

Overview

Reporting to the Chief Administrative Officer, the Executive Assistant provides confidential support to the TNRD Chair, Board of Directors and Chief Administrative Officer (CAO). As a member of the Senior Management team, your multi-tasking skills are evident as you prepare electronic agendas, attend and record minutes of Board of Directors' meetings and various committee meetings, coordinate scheduling needs for the Chair and CAO, arrange conference logistics for the Board of Directors and Departmental staff, and plan and organize special events. You also assist with local government elections and organize corporate and board events. Utilizing exceptional business writing skills, you prepare confidential and general correspondence on behalf of the Board and the CAO, and draft reports on behalf of the CAO for presentation to the Board. Through development of positive relationships and demonstration of a high degree of professionalism and confidentiality, you take a strong role in positively representing the organization and the CAO office internally and externally.

Education and Experience

You must have:

- Post secondary education in business administration, with attainment of a minimum of a diploma in Business Administration
- At least five years of recent, related administration experience supporting senior management
- A desire and experience in planning and coordinating events

Preferences include:

- A certificate in Local Government Administration, in addition to education in business administration
- Experience working in a local government environment
- Experience working with Civic Web and iCompass

You must have the following Skills and Abilities:

- Exceptional business writing skills
- The ability to build agendas and transcribe minutes

- Remarkable interpersonal and communication skills, specifically a demonstrated ability to proactively develop mutually beneficial working relationships with internal and external contacts
- Excellent organizational skills, with the ability to independently manage and adjust competing priorities and deadlines in a fast-paced work environment
- Possess diplomacy, tact and good judgement to process and manage confidential and sensitive documents and information and politically charged situations
- A high level of proficiency in Microsoft Office, including:
 - Advanced knowledge of Outlook, including calendar management, sharing contacts, creating groups, etc
 - Advanced knowledge of Word, including mail merges, indexes, table of contents, utilizing styles, tracking changes, etc
 - Intermediate knowledge of Excel, including linking workbooks, creating formulas, worksheet/workbook protection, etc
 - Basic knowledge of Powerpoint, including creating presentations, animations, slide transitions, creating charts and diagrams, etc
- Ability to accommodate a flexible work schedule. Must be available to work outside of regular work hours, travel to out of town work related meetings and events, and accommodate overnight travel, as required

The TNRD provides an extensive benefits package and a competitive pension plan. The annual salary range for this position is \$65,969 to \$72,952 (\$36.25 - \$40.08 per hour).

Please email your application to humanresources@tnrd.ca by
4:00 PM on Thursday, February 14, 2019
quoting **Competition No. 2019-007**

Applications **must include a cover letter and a resume** outlining your qualifications and experience.

Working together, we provide exceptional public service in a supportive, flexible environment

Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.