



Executive Assistant/Legislative Clerk Administration Department

Application Deadline: 4:00 pm Friday, July 17, 2020

The District of Mackenzie is currently accepting applications for a Full-time Executive Assistant/Legislative Clerk for the Administration Department.

This position reports to the Director of Corporate Services and will provide executive level administrative assistance support. Typical duties will include the handling of correspondence and requests for information, record minutes at meetings when required, arranges details for municipal functions and meetings, books appointments, makes travel and accommodation arrangements, completes registrations for conferences and assists with related matters as required.

Located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Residents are involved in community life with numerous service organizations, community clubs and groups, catering to a variety of interests. The local Recreation Centre, with arena, swimming pool, fitness centre, community hall and library is viewed as the hub of the community. All these amenities with the safety afforded by small town living makes Mackenzie ideal for young working families.

To qualify for this position, you will have post-secondary education in a related field, or an equivalent combination of education and experience. You will possess excellent interpersonal skills and be able to tactfully and professionally deal with all levels of government officials, members of the public and staff. Experience in public sector administration, preferably in the municipal sector is desirable. Proficient computer skills and a strong working knowledge of Microsoft Office are necessary. Excellent oral and written communication skills and the ability to prepare reports, minutes and correspondence are necessary. Experience with and a working knowledge of the Community Charter and Local Government Act will be an asset.

The District of Mackenzie offers a competitive salary, a comprehensive benefits package and the opportunity to work with an outstanding team.

If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, qualifications and employment references to:

District of Mackenzie
Bag 340 – 1 Mackenzie Blvd.
Mackenzie, BC, V0J 2C0
Attention: Diane Smith, Chief Administrative Officer
Email: diane@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.