

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**Assistant City Clerk/Executive Assistant
(Temporary – Approximately one year)**

The City of Corner Brook is currently accepting applications for the temporary position of **Assistant City Clerk/Executive Assistant** providing administrative and legislative support to the City Clerk and Mayor.

Responsibilities will include typical office administrative duties including registering incoming mail for all departments, accepting and handling inquiries by telephone and in-person for the Mayor, Council, and City Clerk and arranging and coordinating appointments, meetings, conferences, receptions, itineraries, travel arrangements, etc. for the Mayor and Council. This position is also responsible for complex administrative functions and services, such as maintaining and distributing information related to the legislative activities of the City of Corner Brook, assisting with the coordination of Municipal Elections and By-Elections, maintaining data base of all Council Minutes, Correspondence and Public Notices, and minute-taking during confidential meetings, scheduling appointments, preparing sensitive correspondence and maintaining reports.

The successful candidate must possess a diploma in Office or Business Administration or related field from a recognized post-secondary institution supplemented with a minimum of five (5) years of experience in an administrative role, preferably in a municipal environment. Candidates must possess strong computer skills, communication skills, and time management/organizational skills and minute taking skills. The successful candidate must be adaptable to a changing work environment and adjustable work hours, be a team player and have the ability to work in a fast-paced, high profile confidential office environment.

Classification: Non-Union (35 hours per week)
Salary: Non – Union Group 4 (\$36,447 - \$48,595)
Closing Date: Monday, March 19, 2018
Competition No: 2018-06

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit résumés and/or application forms, **giving complete details of qualifications**, and stating competition number on or before **4:30 pm, Monday, March 19, 2018** to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 709-637-1627; or e-mail hr@cornerbrook.com