

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**Administrative Assistant to the City Manager
(Full time/Temporary)**

The City of Corner Brook is currently accepting applications for the Full Time temporary position of **Administrative Assistant to the City Manager** serving as the principal and confidential assistant to the City Manager.

Reporting to the City Manager, this position is responsible for performing a variety of sensitive and confidential office administrative and secretarial support functions, often in a demanding, rapidly changing environment. The successful candidate will require a high degree of independent judgment, a thorough knowledge of City functions, and legislative procedures. The Office of the City Manager is an environment involving broad City-wide issues and daily interaction with senior managers and elected officials on complex and sensitive matters.

Responsibilities will include typical receptionist duties such as opening, indexing, and direction of all incoming mail for all departments, accepting and handling inquiries by telephone and in-person for the City Manager, Mayor and Council and arranging and coordinating appointments, meetings, conferences, receptions, itineraries, travel arrangements, etc. This position is also responsible for more complex functions and services, such as conducting research, responding to requests for information, proofreading materials for accuracy, and acting as a liaison between administrative staff to maintain consistent work procedures and standards for administrative functions.

The duties listed above are not all inclusive and is intended only as illustrations of the various types of work that may be performed.

The successful candidate will have a post-secondary diploma in Office or Business Administration with a minimum of two years related experience with municipal and/or public sector legislation work. A combination of post-secondary education in a related field and equivalent experience may be considered.

Classification: Non-Union (35 hours per week)
Salary: \$39,588.75 - \$52,785.00
Competition No: 2023-02

Initial review of the file will commence on Friday, January 27, 2023 and will continue until the position has been successfully filled.

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

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers and applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division by emailing hr@cornerbrook.com

Please submit résumés and/or application forms, **giving complete details of qualifications**, and stating competition number to the Human Resources Office, e-mail careers@cornerbrook.com