



EXECUTIVE ASSISTANT

Located on the unceded territory of the Kwantlen and Katzie First Nations, the City of Maple Ridge is one of the fastest growing municipalities in Metro Vancouver. Provincial investments and its mission to be a safe, livable, and sustainable community for present and future citizens, have contributed to a housing boom and new investment in diverse and dynamic business. The City is deeply committed to the community it serves and enhances opportunities through the development of a dynamic and professional workplace culture where staff have the opportunity for growth, collaboration and dynamic careers in public service. The City is proud to have 70% of its staff members living in the community, reflecting a great place to work, live and play.

Reporting to the Chief Administrative Officer (CAO), and working closely with the Mayor and other elected representatives, the Executive Assistant is responsible for a wide variety of administrative, clerical, research, secretarial and receptionist duties. In addition, this position acts in a liaison capacity for the CAO when dealing with elected representatives, municipal and other officials, and the general public. The Executive Assistant will be required to maintain strict confidentiality as it engages with a variety of individuals, projects and initiatives across the Division and the City.

The ideal candidate will have relevant post-secondary education with a minimum of seven (7) years to ten (10) years of diversified and progressively more responsible related work. The ability to operate successfully in a high-paced, high-volume administrative environment with ever-changing priorities is required. The successful candidate will be service focused with advanced organizational, interpersonal, research and client service skills. Working knowledge of the Local Government Act, municipal administration and procedures is required. This position is 18-month full-time contract, with the possibility of extension.

Should you be interested in learning more about this unique opportunity with the City, please contact Carol Robinson or Bonnie Rowe at 604-998-4032 or forward your resume, a letter of introduction and the names and contact information for three references, in confidence, to cleartalent@hwest.ca. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.