

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Executive Assistant to the Mayor

City Mayor's Office

Working directly with the Mayor of the City of Brandon, the Executive Assistant is responsible for overseeing the day-to-day operation of the Office of the Mayor. In this key role, the individual will be responsible for a wide range of complex and confidential administrative duties in a dynamic municipal environment.

MANDATORY EDUCATION AND EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma
- Post-secondary certification in office or business administration or related field
- Must possess a valid Class 5 Province of Manitoba driver's license.
- Minimum of 5 years' experience in an executive assistant role, ideally within a government environment, or equivalent combination of education and experience
- This position requires successful completion of a Police Background Check

PREFERRED EDUCATION AND EXPERIENCE

- Post-secondary education or course work related to Department or Division operations an asset.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

Competition # 230129

This position is not included in the Collective Agreement.

Please apply with a cover letter and resume
on-line at: <http://jobbank.brandon.ca/>

The selection process for this competition will include testing
and an interview.

Posted on: December 6, 2023

Applications will be accepted until **11:59 pm on December 20, 2023.** The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$65,792.24 - \$70,986.93 - 2023 rates.

Position Conditions:

This is a permanent, full-time position of 36.25 hours per week.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!