Municipal District of Bighorn No. 8

No.2 Heart Mountain Drive, P.O. Box 310, Exshaw, Alberta T0L 2C0

Phone: (403) 673-3611 • Calgary Direct: (403) 233-7678

Fax: (403) 673-3895 • Email: bighorn@mdbighorn.ca

Website: www.mdbighorn.ca

Are you interested in joining a growing municipal organization situated in one of the most desirable locations in Alberta? Do you enjoy working with people who, like yourself, bring a sense of life and vitality to the workplace?

For this position, we're looking for an Executive Assistant to provide senior administrative support to the Chief Administrative Officer (C.A.O), Council and senior managers. This designated officer position performs a variety of complex, highly responsible, sensitive, and confidential administrative functions pertinent to the operations of the Municipal District of Bighorn and will appeal to those candidates willing to work and learn in a fast paced municipal office. The M.D. offers a competitive compensation package that includes a salary commensurate with the work expectations, full benefits and pension, and a progressive annual vacation/leave allotment.

Qualifications:

- Post secondary education or training in Office Administration/Business Administration is required.
- Minimum of 3 – 5 years related administrative experience supporting senior executives in municipal government.
- An understanding of the local government structure and the Municipal Government Act is a strong asset.
- A positive attitude with the ability to anticipate needs and be flexible within a diverse team environment.
- Exercises discretion and judgement in handling sensitive information.
- Really enjoys helping and serving others.
- Freedom of Information and Protection of Privacy Act (FOIP) certification is an asset
- Advanced computer skills, specifically in the use of Microsoft Office suite (Word, PowerPoint and Outlook), Adobe Acrobat Pro and In-design training is an asset.
- Ability to deal with stressful situations while maintaining a professional attitude.

If you are interested in receiving more information about this position, or in applying, please contact robert.ellis@mdbighorn.ca or call (403) 673-3611 [Calgary direct (403) 233-7678]. Resumes, listing experience/skills/qualifications and references, can be sent to:

Executive Assistant Recruitment
c/o The C.A.O., M.D. of Bighorn No. 8
Box 310, 2 Heart Mountain Drive
Exshaw, Alberta T0L 2C0

Closing Date for this position is September 7, 2022