



Engineering Department

Executive Assistant

Career Opportunity

A rewarding and challenging career opportunity exists with the Corporation of Hamilton for an Executive Assistant. Working under the general direction of the City Engineer, the Executive Assistant will be responsible for:

Primary Duties and Responsibilities:

- Prepares draft correspondence and correspondence arising from any meetings
- Coordinates internal/external meetings, presentations and travel arrangements as required
- Records and transcribes minutes
- Organises and maintains the City Engineer's diary of appointments
- Performs general clerical duties such as answering the phone, photocopying, faxing, mailing, including maintaining electronic and paper filing systems etc.
- Responds to client/customer inquiries and complaints
- Maintains calendar of contracts, licenses, leases, permits and arranges for renewals as required
- Prepares all permits issued by the City
- Any other duties within the Executive Assistant/Administrative scope

Qualifications:

- A High School Diploma or Equivalent
- Secretarial and or Administrative Diploma or Certificate
- A minimum of 5 years working as an Executive Assistant with a Senior Manager
- A minimum of 5 years' experience within an Engineering or Construction environment is preferable
- Excellent written and verbal communication skills
- Excellent time-management
- Proficiency in all MS Office Suite (MS Word, Excel, PowerPoint, etc.)
- Knowledge of Great Plains would be an asset
- Demonstrated ability to multitask and work in a highly demanding environment while maintaining confidentiality to sensitive data. This will also include solid organizational skills with a keen attention for detail.

*****The Corporation of Hamilton is an Equal Opportunity Employer and a Drug Free Workplace*****

Résumés along with 3 written references can be delivered to the City Hall office or emailed to careers@cityhall.bm

ATTN: Manager of Human Resources

Deadline: Wednesday, March 5, 2014

Have ideas on how we can improve our city?

Visit www.cityofhamilton.bm – we'd love to hear them!

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