

TOWN OF VIEW ROYAL

JOB DESCRIPTION

EXECUTIVE ASSISTANT

General Summary

Under the supervision of the Chief Administrative Officer (CAO), the Executive Assistant provides high-level administrative support to the CAO and Mayor's Office. The executive assistant assists in the administration of HR functions.

Duties and Responsibilities

1. Drafts, proofs, formats, distributes correspondence/reports/presentations as needed.
2. Coordinates calendar appointments, schedule meetings, manage general calendar bookings (meetings/events/open houses/etc).
3. Circulates information and arranges conference attendance including registration, booking accommodation, and schedule as required.
4. Performs general administrative duties such as filing, responding to phone calls and emails, collecting and processing VISA receipts, collecting signatures.
5. Handles sensitive and confidential information.
6. Manages daily letter mail for Mayor, Council and CAO, including acknowledgement, distribution, tracking, and forwarding for information/action.
7. Manages daily email for Info Address and Mayor and Council Address, including acknowledgement, distribution, tracking, and forwarding for information/action.
8. Coordinates end-to-end recruitment processes including job postings, candidate screening, scheduling interviews, and reference checks.
9. Prepares employment offer letters and new hire packages and helps facilitate the onboarding and orientation of new employees.
10. Maintains and updates job descriptions in coordination with department managers.
11. Maintains and updates employee records and personnel files, and tracks employee status changes (e.g., probation, leaves, terminations, promotions, pay scale moves) and ensures proper documentation.
12. Prepares memos, and correspondence related to HR matters.
13. Supports payroll processing by providing accurate employee data to finance/payroll teams (e.g., new hires, pay changes, leaves, terminations).
14. Ensures proper documentation is created, approved and distributed for new hires, pay changes, leaves, terminations.
15. Maintains training records (e.g., health and safety, respectful workplace).
16. Provides administrative support in collective bargaining and grievance processes.

17. Assists in tracking grievances and labour relations matters.
18. Coordinates documentation and scheduling for union-related meetings as needed.
19. Assists with WorkSafeBC claims.

Knowledge, Skills, and Abilities

1. Ability to work with limited supervision in a position requiring a high degree of accuracy, efficiency, diplomacy and confidentiality.
2. Superior written skills.
3. Ability to exercise considerable independent judgment, initiative, tact, courtesy and diplomacy in processing assignments and dealing with the public.
4. Excellent leadership, management and communication skills.
5. Advanced ability and experience with computer technology including the Microsoft Platform (Word, Excel, Power Point, Outlook, Teams, SharePoint, etc.).
6. Ability to prioritize workloads with competing interests, and able to adapt readily to rapidly changing demands and circumstances.

Required Qualifications

1. Grade 12 education, plus a post-secondary diploma/degree in office administration, or a related discipline; preferably in a local government setting.
2. Minimum five (5) years of combined training and experience in a related field.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the incumbent might differ from those outlined in the job description and other duties, as assigned, might be part of the job.



Scott Sommerville
Chief Administrative Officer