

Career Opportunity

Executive Assistant

BASIS: FULL-TIME, PERMANENT | CLOSING: MAY 24, 2024 AT 4:30 PM

Responsible for providing a broad range of executive administrative support for the Chief Administrative Officer and Mayor.

Key Responsibilities

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant is a pivotal role within City Hall supporting the delivery of public services, working proactively and collaboratively across multiple departments, planning for, and anticipating the administrative needs of the CAO and Mayor. The Executive Assistant also provides some administrative support to Council members, and regularly interacts with the public as a professional member of the executive team at City Hall.

Qualifications

The successful candidate will have post-secondary training in Office Administration, Business Administration, or related fields, together with a minimum of five years' relevant experience, or equivalent combination of experience and education.

A competitive compensation package will be provided including an attractive salary range of \$75,886-\$90,551 and excellent benefits. Please visit our website at castlegar.ca for a full job description and information on our community.

Qualified applicants are invited to submit their detailed resume via email by 4:30 p.m. on May 24, 2024 to hr@castlegar.ca with the subject line Executive Assistant.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

About Castlegar

Live more at one-third the average housing price of metro Vancouver and two-thirds the B.C. average. Be an outdoors action hero in the West Kootenay wild, in British Columbia's interior, where the Columbia and Kootenay rivers meet and endless adventures are right in your backyard.

Work for a City going places – with an ambitious vision, a dynamic municipal government, and a track record of doing cool things – including Millennium Park & Ponds, Sculpturewalk, and an ongoing refresh of Columbia Avenue, our main artery. The City of Castlegar is growing and we're looking for the perfect person to get in on the action.

Learn More

To view all available job positions or learn about applying for a City position, please visit castlegar.ca/careers

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.
250 365 7227 | castlegar.ca

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