

Executive Assistant

Town of Three Rivers

Prince Edward Island

The Town of Three Rivers is a town within Kings County in beautiful Prince Edward Island that was incorporated on September 28, 2018, through an amalgamation of seven municipalities and adjacent unincorporated areas. The Town has continued to prosper and grow since its early days, and now its diverse communities thrive in their own unique ways, from tourism, culture and arts, agriculture, environmental engineering, hospitality and more, which makes Three Rivers the dynamic, flourishing town that it is today.

The Town of Three Rivers is currently seeking an Executive Assistant.

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant is a senior administrative professional responsible for a broad range of confidential and high-level support functions. This role provides administrative and technical support to the CAO, Mayor, Council, and management team to help achieve municipal objectives. Key duties include preparing agendas and recording minutes for Council and Committee meetings, managing the CAO's communications, scheduling meetings and appointments, and ensuring follow-up on key commitments. The Executive Assistant also acts as a liaison with staff, government officials, contractors, and the public, and prepares a variety of internal and external municipal documents. The incumbent is responsible for the management and control of the "Central Filing System".

As an ideal candidate, you bring a strong blend of interpersonal, organizational, and analytical skills essential for success in a senior administrative role. You are committed to establishing and maintaining positive, cooperative relationships with internal departments, elected officials, government agencies, and the public, while upholding a strict level of confidentiality at all times. You take initiative and effectively plan, organize, and complete work in a timely and efficient manner, even when managing multiple competing priorities. Your excellent verbal, written, and problem-solving skills are complemented by strong project management and advanced computer proficiency. You demonstrate the ability to prepare clear, comprehensive reports, summaries, and projections with precision and attention to detail. With a respectful and professional demeanor, you are a collaborative team player who models the values of a constructive workplace culture, with a strong commitment to health, wellness, and safety.

Qualified candidates must have a post-secondary degree or diploma in a related field (e.g., business, public administration or administration) from a recognized institution. They should have at least five years of progressive administrative experience and a minimum of three years of administrative experience to senior management. Experience working in a public sector environment would be a strong asset. They must also have demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software. Equivalent education and experience will be considered.

The Town of Three Rivers is committed to employment equity and diversity and encourages applications from all qualified candidates including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities and all other equity deserving groups.

The Town of Three Rivers offers an attractive benefits package including a pension plan and medical/dental coverage. Salary Range: \$48,338 – 61,827.

To apply for this opportunity, please submit your application to jjamieson@threeriverspei.com on or before **July 4, 2025** and **state the title of the position in the subject line of your e-mail**. For a copy of the full job description, please also email the above address.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.