



THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON
Y0B 1G0
PH: (867) 993-7400, FAX: (867) 993-7434



EMPLOYMENT OPPORTUNITY

Executive Assistant

The Town of the City of Dawson is seeking applications for an Executive Assistant. This non-unionized position, reporting directly to the Chief Administrative Officer, is responsible for the provision of administrative support to the CAO. This position also works with the CAO and elected officials to schedule and take minutes of various meeting. This is a full time position and requires attendance at evening Council Meetings.

A detailed job description is available at the City Office, (867) 993-7400.

Qualifications:

- Administrative Assistant's Certification or Diploma or equivalent combination of experience and education;
- Minimum of 3 years experience working in an office environment with strong knowledge of office practices, policies and procedures;
- Proficiency with word-processing, spreadsheet and email programs is essential;
- Excellent oral and written communication skills;
- Excellent organizational skills;
- Experience with taking meeting minutes is preferred;
- Experience with cash handling functions and dealing with the general public;
- Ability to prioritize tasks within guidelines is essential;
- Ability to work independently with little or no supervision.

Salary: Shall be in accordance with bylaw #11-12 being the Management Employment Bylaw, which offers a salary range of **\$49,811 - \$72,023**, plus benefits.

If you wish to speak with someone about this opportunity, please contact Jeff Renaud, CAO at (867) 993-7400 or cao@cityofdawson.ca

Closing Date:

A current resume and covering letter must be received at the City of Dawson Administration Building by **4:00 pm on Friday February 3, 2012.**

City of Dawson Office
1336 Front Street
Box 308, Dawson City, YT Y0B 1G0
Attention: Jeff Renaud, CAO

dawson city - heart of the klondike