



# TOWN OF FORT SMITH

## Executive Secretary

### Fulltime Indeterminate

Under the direction of the Senior Administrative Officer, the Executive Secretary performs administrative work of a highly confidential and responsible nature. The Executive Secretary acts as the first point of contact for the Mayor's office and is responsible for supporting and assisting the Mayor and SAO by performing the executive secretary and office management functions while also acting as liaison with local and territorial agencies, fostering close working relationships with the Town Council, department heads and staff, as well as various community leaders in schools, businesses and public agencies. Work requires a high degree of confidentiality and discretion in a publicly sensitive environment, while coordinating the day-to-day operations. This includes all administrative tasks, assisting in research, preparation of presentations, and coordination of events.

The following combination of knowledge, skills and abilities are required:

- Advanced verbal, and written communication skills and the ability to engage others.
- Excellent interpersonal skills paired with the ability to form and maintain strong relationships with Council, management, staff, other government employees, and the general public.
- Ability to grasp concepts, methodologies, and approaches quickly and implement them effectively.
- Patience, sound judgment, and excellent decision-making skills.
- A strategic and creative thinker with the ability to work with detailed processes.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Ability to work overtime on occasion to accommodate evening meetings and events.
- This position requires knowledge of municipal and territorial legislation

The knowledge, skills and experience required to be successful in this role would normally be achieved through the following competencies:

- A 2–3-year degree or diploma in administration or a related field.
- Minimum of four (4) years' experience in an administrative capacity.
- Advanced Microsoft Office skills, thorough knowledge of office equipment, procedures, databases, and spreadsheets.
- Written and spoken fluency in English.

Equivalencies may be considered.

Other requirements: A current criminal records check is required upon hire. Failure to produce one may result in being disqualified from further consideration for employment.

**Salary & Benefits:** Pay range 17 (\$71,998.50 - \$82,644.46) plus an annual Northern Allowance of \$7,947.26 and eligible benefits

**Closing Date:** Open until filled

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