



Employment Opportunity

Administrative Assistant Office of the Director General

Located in a charming and peaceful site bordering Lake St-Louis in Montreal's West Island, the Town of Baie-D'Urfé has less than 5 000 residents. Possessing a bilingual status and recognized for the excellence of its municipal services and the commitment of its employees, the Town of Baie-D'Urfé is seeking candidates to fill the permanent, full-time position of Administrative Assistant for the Office of the Director General.

Reporting to the Director General, the administrative assistant assists the Director General in the execution of his administrative duties and of the mandates given to him by the municipal council. She also provides administrative support and performs general office work for the Director General and the Mayor.

Responsibilities

- Manage administrative files arising from the various municipal services, monitor schedules, ensure follow-ups, and obtain the requested information within the allotted timeframes.
- Provide administrative support to the Director General regarding communications and follow ups on pending files pertaining to citizens, town departments and municipal organizations.
- Coordinate and update the director general's and the mayor's agendas, organize meetings and prepare relevant files.
- Write correspondence, sort mail, receive telephone calls, and manage information and complaints related to general Town activities and specifically those related to the Director General and the Mayor.
- Assist in the budget planning exercise for the Office of the Director General and Council.
- Perform filing and document management.

Requirements

- College degree in a relevant field or the equivalent.
- Excellent command of the French and English languages, spoken and written.
- Command of common application software, particularly Microsoft Office.
- Resourceful and detail-oriented individual with excellent planning, coordinating and organizational skills.
- Autonomous and versatile individual with sound judgment.
- Ability to work under pressure and with tight deadlines.
- At least five years experience in a similar position.
- Experience within a municipal, regional or public administration, a valuable asset.

Working Conditions

- We offer competitive salaries and benefits.
- Rapid availability is required.

Candidates satisfying the position requirements are invited to submit their resumés to the following address before 4 p.m. Monday, August 30, 2010:

Ghislaine Turcot, Treasurer
Town of Baie-D'Urfé
20410 Lakeshore
Baie-D'Urfé, Québec
H9X 1P7

Fax: 514-457-5671

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