

Corporation of the Town of Marathon
Position Description

Position Title: Executive Assistant

Reports to: Finance & Administration Manager/Treasurer

Position Description: Provides administrative assistance to Council, Finance, Parks & Recreation and Administrative departments.

Responsibilities

1. Assists Council, CAO/Clerk, Finance & Administration Manager/Treasurer, Deputy Clerk, Corporate Services Manager, and Parks & Recreation Coordinator with administrative tasks such as but not limited to, typing documents, writing letters, making copies, maintaining reports, researching, filing, etc.
2. General office duties including but not limited to answering the telephone, taking messages, scanning/photocopying/faxing, mailing letters and filing documents.
3. Delivers high-quality customer service by addressing inquiries, resolving concerns, and providing accurate information in a timely manner.
4. Maintains a hard copy, and electronic filing system of documents and correspondence.
5. Assists with and distributes the Council packages, including council documents, such as motions, minutes, proclamations, etc. and maintains an electronic index.
6. Provides coverage of council meetings and materials when required.
7. Completes bank reconciliations, including clearing deposits and payments, entering monthly journal vouchers, and inputting electronic invoices.
8. Completes the administrative work of the Joint Health and Safety Committee.
9. Maintains records of the By-Laws and CAO Reports and ensures they are up to date, as well as indexes, electronic and hard copy files.
10. Prepares and distributes the weekly schedule for the Town Office, as well as assists with Town facility bookings and employee absences.
11. Assists with administrative duties of Penn Lake Park, such as the camp site bookings, refunds, and general inquiries.

12. Submit advertisements to local media agencies such as the Marathon Mercury, CFNO, etc. as well as assist with updates on the Website and Facebook page as required.
13. Maintains the Town of Marathon Policy & Guidelines manuals and index, as well as the electronic database.
14. Works in a safe manner in accordance to the Occupational Health and Safety Act and Regulations.
15. Coordinate travel itineraries, transportation, accommodations, and associated travel arrangements.
16. Responsible for the delivery of corporate mail.
17. Performs other duties as assigned.

Qualifications

- College Diploma or University Degree in a related field, such as Business Administration, Accounting etc. and/or equivalent experience.
- Ability to maintain a high level of confidentiality.
- Proficient and accurate keyboarding/typing and proof-reading skills.
- Proficient in the use of Microsoft Office applications (e.g., Word, Excel, Outlook).
- Excellent note-taking skills.
- Excellent organizational and time management skills with the ability to meet deadlines.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Ability to work independently with minimal supervision and/or direction.
- Willing to attend meetings outside normal work hours.
- Valid Class "G" driver's licence.

Employee's Signature: _____

CAO/MANAGER/SUPERVISOR SIGNATURE: _____

Date: _____ 20 _____

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