



TOWN OF CRESTON EMPLOYMENT OPPORTUNITY EXECUTIVE ASSISTANT

The Town of Creston is seeking a highly skilled, motivated, and professional **Executive Assistant** to join our team. This exempt position provides senior administrative support to the Office of the Chief Administrative Officer (CAO), and Mayor, ensuring the effective and efficient operation of the Office of the CAO and Mayor.

This is an excellent opportunity for an experienced administrative professional who thrives in a fast-paced environment, excels at managing complex priorities, and brings exceptional judgment, discretion, and organizational talent to their work.

ABOUT THE ROLE:

The Executive Assistant performs a wide range of confidential and politically sensitive administrative duties, supporting day-to-day operations and high-level decision-making processes. This role requires independence, accuracy, strong communication skills, and the ability to handle a variety of tasks under tight deadlines.

The successful candidate will work closely with municipal staff, elected officials, community partners, and the public, acting as a key liaison for the CAO and Mayor. Key responsibilities include: calendar and schedule management, meeting administration, communication and correspondence, information liaison, special projects and research, and confidential support.

This is a permanent full-time (35-hours per week) position, generally scheduled Monday – Friday between 8:30 and 4:30 with flexibility and occasional evening meetings. Salary range \$70,000 to \$ 80,000, annually commensurate with experience, in addition to benefits and vacation.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Exceptional organizational and time-management skills.
- Strong written and verbal communication abilities.
- High level of discretion, political acumen, and sound judgment.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams).
- Ability to manage multiple priorities in a fast-paced environment.
- Strong meeting and event coordination capabilities.
- Ability to maintain professionalism and composure under pressure.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Post-secondary diploma in Business/Public Administration, Office Administration, or related field (Bachelor's degree preferred).
- Minimum five (5) to seven (7) years of senior administrative or executive assistant experience preferably in government or public sector.
- Experience supporting high-level officials, managing complex schedules, and handling confidential information.
- Municipal experience is an asset.
- Valid Class 5 BC Driver's License required.

HOW TO APPLY:

- Please submit applications by March 4, 2026 via <https://www.creston.ca/careersjob-opportunities>.
- Employment-related competency testing and or/assessments will be conducted as part of the job competition process.

Direct inquiries to:
Kirsten Dunbar – Director of Corporate Services
Kirsten.Dunbar@creston.ca

We thank all applicants for their interest, however only those applicants selected to proceed with competency testing/interview will be contacted.