

**Open to The Public**

**Executive Administrative Assistant**

**Department of Fisheries and Communities**

**Location: Charlottetown**

**Full-Time Temporary Excluded Position**

**(Commencing Immediately for One Year, with Possible Extension)**

The PEI Department of Fisheries and Communities aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. The main purpose of this position is to provide confidential senior administrative services to the Deputy Minister of Fisheries and Communities.

**Duties will include:**

* Receiving all visitors and incoming calls to the Deputy Minister office and redirect to the proper channel;
* Reviewing all Deputy Minister’s incoming mail. Redirecting correspondence per Deputy Minister’s instructions and maintain follow-up;
* Drafting memos, letters and other correspondence from verbal or written instructions;
* Editing and typing Deputy Minister’s correspondence, memos, etc;
* Preparing agendas and record minutes for Senior Management Team meetings;
* Reviewing department Treasury Board and Executive Council memos for accuracy prior to Deputy Minister’s signature;
* Providing the Deputy Minister with background material for meetings and appointments;
* Monitoring Deputy Minister’s schedules and arrange and confirm appointments, meeting and social events;
* Providing the Deputy Minister with background material;
* Coordinating all travel and accommodations for the Deputy Minister and preparing, submitting and entering travel claims;
* Arranging for replacements in the event of the Deputy Minister’s absence;
* Maintaining close contact and a positive working relationship with departmental personnel and the Senior Management Team;
* Assisting the Deputy Minister in business related interactions with all levels of government, respective agencies and the private sector;
* Coordinating all interdepartmental activities that involve the Deputy Minister;
* Interpreting legislation, departmental policies and programs when appropriate;
* Liaising with the Premier’s Office, Executive Council, Treasury Board and other Provincial Government offices;
* Maintaining a positive working relationship with the Minister’s Ministerial Assistant;
* Ordering office supplies;
* Maintaining a hard copy of the Deputy Minister’s calendars;
* Verifying and processing p-card transactions for Deputy Minister while ensuring that disclosure documentation is signed for appropriate expenses;
* Traveling to Montague, PE may be required;
* Other related duties as required;

**Minimum Qualifications:**

* Must have grade 12.
* Successful completion of a recognized secretarial program/office studies course or University degree.
* Extensive senior secretarial experience.
* Demonstrated equivalencies will be considered.
* Excellent communication and interpersonal skills.
* Must have a good working knowledge of legislation, departmental policies and programs.
* Working knowledge of Microsoft Office Suite.
* Excellent organizational skills and the ability to work independently without close supervision.
* Excellent attendance and work record.

**Other Qualifications:**

* Knowledge of government’s financial system (Oracle) will be considered an asset.

**Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.**

**Salary Range:** $26.14 - $31.12 per hour (Level 13 Excluded)

**Bi-weekly Hours:** 75.0 hours bi-weekly (evenings and weekends as required)

**Posting Id:**  151482-0422FCTO

**Closing Date:**  Monday, May 16, 2022 5:00 p.m.

**Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office,** **ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.**