



Fort Smith

NORTHWEST TERRITORIES

Position: Executive Secretary

Location: Fort Smith Town Hall

Status: Full-time Position

Closing Date: When Filled

The Town of Fort Smith is excited to welcome a detail-oriented, dependable, and highly motivated Executive Secretary to join our Administration team. This key role offers the opportunity to make a meaningful impact while supporting a dedicated workforce.

OUTLINE OF THE POSITION

Reporting to the Senior Administrative Officer, the Executive Secretary provides confidential administrative, research, coordination, and logistical support to the SAO and Mayor's Office. The position acts as the first point of contact for the Mayor's Office and supports the day-to-day operations of the SAO's office, including managing information, correspondence, scheduling, presentations, meetings, and events.

The Executive Secretary also serves as a key liaison between the SAO, Mayor, Town Council, senior management, departments, staff, community leaders, and external agencies. The role requires a high level of confidentiality, discretion, organization, and professionalism, while assisting the SAO in managing competing priorities and ensuring the efficient operation of the office.

KEY RESPONSIBILITIES AND DUTIES

- Provides executive-level administrative and secretarial support to the Senior Administrative Officer (SAO), including managing schedules, priorities, correspondence, meetings, and follow-ups.
- Coordinates the flow of information and work for the SAO, prioritizing requests and ensuring timely responses and action.
- Prepares briefing materials, reports, correspondence, presentations, and other documents using information gathered from various sources.
- Manages information systems, including acting as the SharePoint site administrator and maintaining accurate and accessible records.
- Organizes and coordinates meetings, including invitations, agendas/documentation, logistics, teleconferences, minutes, and follow-up.
- Coordinates SAO travel arrangements, approvals, and expense reporting.
- Handles purchasing and financial administration, including purchase requisitions, payment requests, and monthly corporate credit card reconciliation.



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- Maintains Adobe accounts and emergency communications for Town departments.
- Coordinates Mayor and Council submissions, monitors deadlines, and follows up with departments and authors.
- Organizes Council, Committee, Public Hearing, and advisory board meetings, including preparing and distributing agendas and supporting materials.
- Records and maintains official minutes, attendance records, motion registries, minute binders, and briefing note registries.
- Ensures public notices and meeting information are issued in accordance with legislation and Town procedures.
- Handles the secure transmission of confidential documents to the Mayor and Council.
- Assists with maintaining the Town website and media communications, ensuring information is current, complete, accessible, and posted promptly.
- Reviews and edits documents and presentations for accuracy, consistency, formatting, and compliance with established guidelines, including coordinating translations when required.

KNOWLEDGE, EDUCATION AND EXPERIENCE

- 2-3-year degree or diploma in administration or a related field.
- Minimum of four (4) years' experience in an administrative capacity.
- An equivalent combination of education and experience may be considered.
- Advanced Microsoft Office skills, thorough knowledge of office equipment, procedures, databases, and spreadsheets.
- Written and spoken fluency in English.
- An equivalent combination of education and experience may be considered.
- A current criminal records check is required upon hire.

COMPENSATION AND BENEFITS

- Pay Level/Range: Level 17 (\$73,978.45 - \$84,917.18)
- Northern Allowance paid in addition to base salary.
- Comprehensive benefits including extended health, dental, vision, life insurance, and paid leave.
- Employee Assistance Program.

TO APPLY:

Submit your resume and cover letter to humanresources@fortsmith.ca