



PRINCE EDWARD ISLAND

Regulatory & Appeals Commission

Commission de réglementation et d'appels

ÎLE-DU-PRINCE-ÉDOUARD

EMPLOYMENT OPPORTUNITY

Executive Assistant

Open Competition

Permanent, Full Time Excluded Position

Salary:

Level 13, Excluded (\$56,414 – \$67,158 per annum)

CLOSING DATE – December 16, 2025

This competition may be used to fill future job vacancies.

Applicants are requested to clearly detail in their letter of application how their qualifications relate to the position as advertised. Applicants will be screened based on the information provided. The Commission thanks all applicants; however, only those being interviewed will be contacted.

Please submit resumes and letters of application to
Fernanda Fallesen, Finance & Human Resource Clerk
ffallesen@irac.pe.ca



Job Title: Executive Assistant	Classification: Level 13, Excluded
	Bilingual: An asset
Reports To: Chair & CEO	Location: Charlottetown

Purpose of the Position

The purpose of this position is to provide high-level administrative, organizational and project management support to the Commission. This position will provide administrative, organizational and project management support services to all areas of the Commission, as assigned by the Chair and CEO, and requires a high degree of professionalism and accuracy as well as a high level of skill in time management, organization and interpersonal abilities. Duties are as assigned by the Chair and CEO, Commissioners, and others.

Duties

Duties may include:

- Strategically manage complex and ever-changing professional and personal calendars, including scheduling hearings and meetings and prioritizing appointments;
- Handling and prioritizing incoming and outgoing communications;
- Preparation of agendas, and coordination of all logistics for hearings meetings;
- Attending hearings and meetings, including acting as recording clerk and ensuring all follow-up items are tracked and completed;
- Preparing notes and minutes;
- Planning and coordinating travel itineraries, including managing expense reports;
- Performing administrative support services with a high degree of accuracy;
- Transcribing dictation and hearing recordings;
- Performing word processing duties including typing, drafting reports and briefs, letters, etc.;
- Entering, retrieving and compiling data and documents;
- Maintaining an efficient and highly-organized electronic and physical filing system;
- Assist with special projects and initiatives as assigned; and

- Such other related duties as may be assigned to meet organizational needs.

Qualifications

- Applicants must have completed Grade 12, supplemented by a diploma from a recognized Office Studies, Legal Assistant or equivalent program. Demonstrated equivalencies will be considered.
- Minimum five years administrative/secretarial experience in a legal, administrative or quasi-judicial department.
- Experience as an Executive Administrative Assistant or Senior Executive Assistant is considered an asset.
- Excellent interpersonal, organizational and communication skills, as well as considerable knowledge and skills in Word processing and computer applications, including spreadsheets and presentation software. Dicta-transcription and minute keeping experience an asset.
- Ability to maintain strict confidentiality.
- Ability to function with minimal supervision in a fast-paced environment.

Salary: Level 13, Excluded (\$56,414 - \$67,158 per annum)

The Prince Edward Island Regulatory and Appeals Commission offers a comprehensive benefit package including 4 weeks' paid vacation annually, pension plan, employer-paid health and dental benefits and employee assistance program.