



PRINCE EDWARD ISLAND

Regulatory & Appeals Commission

Commission de réglementation et d'appels

ÎLE-DU-PRINCE-ÉDOUARD

EMPLOYMENT OPPORTUNITY

INTERNAL AND EXTERNAL COMPETITION

Permanent Full-Time – Commencing as soon as possible

(see attached job description)

Executive Assistant

Salary commensurate with Education and Experience

**Salary: Excluded - Level 13
(\$55,575 – \$66,164 per annum)**

Applicants are requested to clearly detail in their letter of application, how their qualifications relate to the position as advertised.

June 19, 2024 at 4:00 p.m.

Please submit resumes and letters of application to

Charity Hogan - Chief Operating Officer

By email: chogan@irac.pe.ca

In person: 134 Kent Street, #501, Charlottetown, PE



Full Time
Executive Assistant

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

Purpose of the Position

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

Duties

Duties may include:

- Performing administrative support services with a high degree of accuracy;
- Transcribing dictation and Hearing recordings;
- Performing word processing duties including typing, drafting reports, letters, etc.;
- Entering and retrieving data and documents from the Commission database;
- Handling incoming and outgoing correspondence and telephone calls;
- Receiving incoming calls and arranging appointments;
- Calendar maintenance; scheduling and organizing meetings and hearings;
- Coordinating and assist with matters before the Commission, including attending hearings as Recording Clerk;
- Preparing Commission minutes;
- Maintaining an efficient documentation and filing system;
- 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, especially in a legal department, is considered an asset.

- 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 and abide by the Commission Code of Conduct.
- Ability to function with minimal supervision in a fast-paced environment.

Salary

Level 13, Excluded (\$55,575 - \$66,164 per annum)