



**Administrative Assistant  
Full-time Permanent Position (Immediately)  
Charlottetown**

Island Waste Management Corporation (IWMC) is seeking applicants for the permanent position of Administrative Assistant. Reporting to the CEO, the Admin Assistant provides confidential senior administrative support services to the Chief Executive Officer and Senior Management team.

**Responsibilities:**

- Assist and provide administrative support in business related interactions with all levels of government, agencies, and the private sector.
- Receive and screen all calls and visitors to the CEO to determine the nature of the concern/inquiry in order to identify appropriate person, program or service for resolution of the problem or to provide the information requested.
- Maintain an up-to-date and accessible filing system, and maintain security and control of access to files.
- Make travel arrangements for senior managers including preparation of expense claims.
- Schedule appointments and meetings for the CEO and provide background materials.
- Prepare agendas and record minutes for management meetings.
- Draft memos, letters, or other correspondence from verbal or written instructions.
- Provide administrative support services to the IWMC Board of Directors.
- Oversee the records information management program.
- Provide back-up support for the Reception Desk and Finance Department.

**Skills and Qualifications:**

- Completion of a recognized administrative support program is required.
- Extensive experience providing administrative support to senior management is required.
- Experience managing and coordinating schedules is required.
- Excellent interpersonal and communication skills.
- Excellent organizational skills and ability to manage multiple priorities and work independently.
- Proficiency in word processing, database management, spreadsheets, electronic mail, and presentation software;
- Good previous work and attendance record.
- A satisfactory Criminal Record Check.

**Hours:** 75 hours bi-weekly

**Salary:** \$25.77 - \$30.75 per hour  
37.5 hours weekly, Monday – Friday  
This position offers medical and dental benefits, and a retirement plan.

**Closing Date:** **Thursday, June 8, 2023 at 5:00 PM AST**

Please submit a cover letter and resume to:

Karen MacDonald, Chief Executive Officer  
Island Waste Management Corporation  
110 Watts Ave  
Charlottetown, PE C1E 2C1

Email: [jobs@iwmc.pe.ca](mailto:jobs@iwmc.pe.ca)