



**Administrative Assistant
Permanent Full Time - Charlottetown**

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

Responsibilities:

- Assist and provide administrative support for business interactions with all levels of government, agencies, and the private sector;
- Provide administrative support to the CEO, including scheduling appointments and meetings, preparing background materials and assisting with schedule management;
- Provide administrative support services to the IWMC/EISI management team and the IWMC Board of Directors;
- Prepare agendas and record minutes for management meetings and board meetings;
- Draft memos, letters, or other correspondence from verbal or written instructions;
- Act as the primary back-up for the reception desk;
- Oversee and hold responsibility for the office Records Information Management (RIM) program;
- Ensure adherence to records management practices and develop retention schedules and operational procedures for the retention and destruction of records;
- Responsible for office organization and aesthetic;
- Assist with document preparation, formatting and organization for various teams including Disposal, Customer Service and HR;
- Perform HR administrative functions including recruitment support and leave reporting and tracking; and
- Maintain an up-to-date and accessible filing system and maintain security and control of access of files.

Skills and Qualifications:

- Diploma in Office Administration or a comparable combination of experience and education;
- 3-5 years of experience providing administrative support to senior management;
- Above average proficiency in Microsoft Suite including Word, Excel, Outlook, and PowerPoint;
- Experience managing and coordinating schedules;
- Excellent interpersonal and communication skills;
- Excellent organizational skills and ability to manage multiple priorities and work independently;
- Ability to handle highly sensitive situations in a professional and confidential manner; and
- Good previous work and attendance record.

The successful candidate must provide a satisfactory Criminal Record Check.

Hours: 75 hours bi-weekly

Salary: \$51,383 - \$61,308/year

This position offers medical and dental benefits, and a retirement plan.

Closing Date: Monday, February 19, 2024 at 5PM AST

Please submit a cover letter and resume to:

Susan Frizzell, HR Manager
Island Waste Management Corporation
110 Watts Avenue
Charlottetown PE
C1E 2C1
Email: jobs@iwmc.pe.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.