



**FORT ERIE ECONOMIC DEVELOPMENT
& TOURISM CORPORATION**

EMPLOYMENT OPPORTUNITY

The Fort Erie Economic Development & Tourism Corporation (FE: EDTC) is seeking an experienced candidate for the following temporary vacancy;

EXECUTIVE ASSISTANT (CONFIDENTIAL)

MATERNITY & PARENTAL LEAVE COMPETITION #: 010-2017

HOURLY WAGE: \$16.50 - \$22.00

In addition to providing administrative support to the General Manager and two Economic Development Officers, the Executive Assistant role includes strategic communications, internal communications, and interaction on behalf of the GM and FE: EDTC staff, departments of the Town of Fort Erie, volunteer committees and boards. This position is also the front-line liaison with the public and is responsible for inbound traffic (phones, emails, and in-person communications) representing the professional culture and image of the FE: EDTC, as well as being responsible for the day-to-day office function(s).

Qualifications;

- ◆ Demonstrated senior level office administration experience (economic development/tourism or industrial/commercial sector experience an asset);
- ◆ Communication/public relations skills are required to work with the media, provide information and assistance to the public, business community, and suppliers on behalf of the FE: EDTC;
- ◆ Professional business demeanor, outgoing and pro-active;
- ◆ Excellent computer skills including full working knowledge of Microsoft Office Software applications, with superior workload organizational skills, public relations skills and a demonstrated ability to multi-task under deadlines;
- ◆ Strong working knowledge of local marketplace (Fort Erie, Niagara and Western New York); and,
- ◆ Superior clerical skills together with accurate note/minute-taking ability/word processing etc.

This temporary opportunity is offered as a renewable, monthly contract for a period of up to one year, commencing April 10, 2017. This position is based on working 4 days per week (Monday through Thursday). However, some weeks will require the successful candidate to work 5 days per week. Hourly wage will be commensurate with experience. There may be opportunity to extend the contract beyond one year at the sole discretion of the General Manager.

Qualified candidates are invited to submit a **covering letter and resume quoting COMPETITION #010-2017** in confidence to:

James A. Thibert, General Manager
Fort Erie Economic Development & Tourism Corporation
660 Garrison Road
Fort Erie, ON
L2A 6E2

E-mail : jthibert@forteriecanada.com

THE DEADLINE FOR APPLICATIONS IS: 4:00 P.M., MONDAY, MARCH 6, 2017.

The competition will remain open until the position is filled, however, interested candidates are encouraged to apply by the deadline.

Only those candidates selected for an interview will be contacted. Personal information is collected under the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Municipal Act 2001*, for the purposes of employee recruitment.