

Opening: Office Administrator

Office of the Third Party, Legislative Assembly of Prince Edward Island

The Office of the Third Party (OTP) provides non-partisan support for elected members of the Third Party (currently the Green Party of PEI) in completing their duties as members of the Legislative Assembly of Prince Edward Island.

Employment Conditions

Start Date: 9 October 2018

Salary: \$18.50 per hour

Employment Tenure: Part-time

Work Hours: Days

Work Location: John Angus MacLean Building, 180 Richmond Street, Charlottetown, PE

Duties

- Providing administrative support to promote the effective organization and professionalism of the OTP.
- Coordinating and conducting constituency case work, ensuring appropriate follow-up and confidentiality.
- Maintaining and coordinating appointment schedules, and making arrangements for meetings and other OTP activities and events.
- Receiving, directing, and responding to calls, mail, email, and other communications.
- Maintaining records, including financial (bookkeeping), correspondence, constituency case work, research files, and other information management.
- Drafting correspondence, reports, and other written materials.
- Other potential duties: website maintenance; social media; media monitoring; supporting other staff in their duties.

Qualifications

Languages: English required; French is an asset

Education: Completion of a post-secondary program in office administration is preferred; equivalencies will be considered

Experience: Minimum three-five years experience working in an administrative support role.

Required Skills: Effective communication skills both written and oral; Computer use (word processing, spreadsheets, other software); Ability to work independently in a fast-paced environment; Organization and task management skills; Ability to prioritize and multitask; Meticulous with detail and follow up.

How to Apply

By email: jlmackinnon@assembly.pe.ca

Deadline: 17 September 2018

For more information please contact Joanne MacKinnon.

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902-620-3977

www.assembly.pe.ca/thirdparty