



EXECUTIVE ASSISTANT

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for an *Executive Assistant*. Reporting to the Chief Administrative Officer, the role of the Executive Assistant is to provide high-level administrative support to the Chief Administrative Officer ensuring efficient operations and effective management of executive priorities. This role demands exceptional organizational, communication, and time management skills, combined with a keen attention to detail and the ability to handle confidential information with discretion.

Completion of diploma or degree in Business Administration or a related field along with a minimum of five (5) years in an executive-level administrative role (preferably within a Municipal environment). Proven expertise in professional writing, editing, and formatting business documents and correspondence. Exceptional command of the English language across all forms of communication. Demonstrated experience in budget tracking and financial reporting. You are proficient with Microsoft Office Suite and a familiarity with web-based interfaces. Excellent communication skills with an emphasis on accuracy and clarity and detailed knowledge and understanding of Provincial legislation and Municipal processes.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, in addition to supporting learning and development opportunities. This full-time, permanent position entails a 37.50-hour work week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Monday July 7, 2025, to legislativeservices@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*