



Job Posting

Executive Assistant

Town of Three Rivers

Prince Edward Island

The Town of Three Rivers is one of Prince Edward Island's largest and fastest-growing municipalities, formed through the amalgamation of seven municipalities and adjacent unincorporated areas in 2018. Today, Three Rivers is a vibrant community known for its strong sense of place, thriving arts and culture sector, tourism, agriculture, and community spirit.

The Town of Three Rivers is currently seeking an **Executive Assistant** for a **one-year term position with the possibility of extension**.

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant provides confidential and high-level administrative support to the CAO, Mayor, Council, and management team. Responsibilities include preparing agendas and minutes for Council and Committee meetings, managing correspondence and scheduling, coordinating meetings and follow-up actions, preparing municipal documents, and serving as a liaison with staff, government agencies, contractors, and the public. The position is also responsible for maintaining the Town's central filing system.

The ideal candidate will possess strong organizational, communication, and interpersonal skills, along with the ability to manage multiple priorities in a professional and confidential manner. The successful applicant will demonstrate excellent written and verbal communication skills, strong attention to detail, advanced computer proficiency, and the ability to work collaboratively in a fast-paced environment.

Candidates must have a post-secondary diploma or degree in business, public administration, administration, or a related field, along with a minimum of five years of progressive administrative experience, including at least three years supporting senior management. Experience in a municipal or public-sector environment would be considered an asset. Equivalent combinations of education and experience may also be considered.

The Town of Three Rivers offers a competitive salary range of **\$49,063.19 – \$62,755.23** along with an attractive benefits package including pension and medical/dental coverage.

The Town of Three Rivers is committed to equity, diversity, and inclusion and encourages applications from all qualified individuals.

To apply, please submit your application to Danielle Herring, dherring@threeriverspei.com on or before **May 25th, 2026, 4:00pm**. Please include "Executive Assistant" in the subject line of your email.

For a copy of the full job description, please also email the above address.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.