



EXECUTIVE ASSISTANT

Public Works – Roads Maintenance and Mechanics



The Executive Assistant provides dual administrative, financial, and clerical support to ensure efficient operations within the Roads Maintenance and Mechanics department

Key Highlights:

- Part-Time Position
- Provides administrative and clerical support including correspondence, reports, and document preparation
- Supports financial administration including accounts payable and project cost tracking
- Maintains organized confidential records and departmental files
- Coordinates communications, screens calls, and assists visitors
- Prepares meeting materials, notes, and departmental documentation

To Apply:

Email your resume to Jobs@tsuutina.com with "Executive Assistant - REF#2603-07" in the subject line by March 25, 2026 at 11:59 PM MST

Requirements:

- High School Diploma or GED
- Experience with Xyntax accounting system
- Proficiency in Microsoft 365 Applications
- Strong organizational, communication, and administrative skills
- Valid Driver's License and reliable transportation
- Criminal Record Check, and Oath of Confidentiality