

EMPLOYMENT OPPORTUNITY PERMANENT FULL TIME ADMINISTRATIVE ASSISTANT

The Town of Drumheller has an immediate opening for a self-motivated and technology savvy individual who thrives on variety in work tasks and is skilled in handling an active workload. This position will support a number of Town programs and events and provide a learning environment for the successful candidate to utilize their full set of administrative skills and abilities.

Position Summary:

In this multi-faceted role and under general supervision, the incumbent will be responsible for organizing and carrying out administrative tasks to support community events and activities for various Town programs. Creates all manner of documents, tracks, schedules and coordinates simultaneous activities and projects, and responds to routine inquiries. Assists with meetings and committee requirements. Handles day to day office tasks such as office mail, maintains files and records, receives and processes receipts, and provides some reception duties for the Chief Administrative Office.

Hours per week: 37.5 hours – Monday to Friday

Pay Scale: 22.38/hour in accordance with CUPE Local 4604 Collective Agreement

Benefits: As per the Town's HR Policy and Collective Bargaining Agreement

Qualifications:

- Grade 12 or equivalent
- Certificate or Diploma in Office or Legal Administration preferred
- Two (2) years recent related experience; municipal experience an asset
- Bondable
- Ability to work independently with a minimum of supervision
- Ability to work effectively with variable work loads and produce timely and accurate documentation.
- Proficiency in office technology applications; Microsoft Office would be an asset
- Strong verbal & written communication skills.
- Exposure and hands on use of the Vadim or other Accounting software an asset.



Closing Date: Applications for the position will be received until December 7, 2021 at 4:30 p.m. or until a suitable candidate is hired.

Start date: Immediately.

Please submit your resume via the [CAREERS](#) section on our website.

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada are welcome to apply. We thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted.