



Administrative Assistant – Casual Position

This would be a casual employment position to fill in for the current Administrative Assistant when they are away.

Hours of work are Tuesday – Friday from 9am – 2pm. at the John Turgeon Community Hall, located in the Summer Village of Sundance Beach.

Duties would include:

- 1) Manage the mail: open, date stamp, scan it into the filing system
- 2) Complete mail-outs to residents, such as tax notices, newsletters or as otherwise required
- 3) Answer the telephone and e-mails
- 4) Respond to residents that come to the office
 - i.e. sell garbage cards, boat hoist tags
- 5) Respond to requests for information from the public, other municipalities, state officials, and state and federal legislative offices.
- 6) Website: routine updates of the Summer Villages websites
- 7) Financial:
 - a) Able to look up information in the financial software:
 - i) Create tax searches and tax certificates
 - ii) Answer questions that may arise from residents or outside organizations
 - iii) Data entry into the financial system
 - b) Monthly tax debit entries
 - c) Cash receipts – accepting payments
 - d) Bank deposits – can be entered on phone through e-deposits, or taken to bank for deposit
- 8) Records Retention and Information Management
- 9) Manage land title changes
- 10) Perform general office duties such as typing and proofreading correspondence, distributing and filing official forms, and scheduling appointments.

- 11) Attend APLM meetings quarterly and take minutes
- 12) Returning Officer during Elections
- 13) Commissioner of Oaths
- 14) Manage hall bookings
- 15) Inspect the AED machine; notify CAO of any items needed in hall
- 16) Development: keep files organized, including safety codes files and reviewing monthly
- 17) Coordinate information with other staff and contractors as required
- 18) Providing other services reasonably assigned by the Employer from time to time

Preference will be given to applicants with the following qualifications:

- Grade 12 Diploma – required
- Minimum 2 years administrative experience in an office environment – required
- Excellent computer skills working with a variety of software packages (Microsoft Word, Excel, PowerPoint, Outlook) website and database management – required
- Valid Alberta Class 5 Driver's License – required
- Certificate/Diploma in a post-secondary office administration/finance program – asset
- Working knowledge of legislation, regulations, policies, and procedures that impact municipal government operations – asset
- Excellent communication and time management skills with attention to detail
- Excellent interpersonal, public relations, organizational and multi-tasking skills
- A pleasant, positive attitude and a willingness to learn
- Ability to work in a government setting with a focus on customer service, tact, and professionalism
- Ability to work well under pressure, individual and as part of a team

Compensation is dependent on work experience and education.

The successful applicant will be required to submit a drivers abstract and current criminal record check.

Interested candidates are invited submit their resume and cover letter to:

June Boyda, CAO
Phone: (780) 312-0928
Email: cao@sundancebeach.ca

Applications will be accepted until 4:00 p.m., November 11, 2022.

This posting is intended as a summary of the primary responsibilities and qualifications of this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or all the qualifications that may be required either now or in the future.