



Administrative Assistant Position Opportunity

Part time, 3 days per week

Mon-Fri

Position: Administrative Assistant

Reports to: CAO-Clerk Treasurer

SCOPE OF POSITION/SUMMARY OF DUTIES:

In a unionized work environment,

- Provide general administrative services to the senior staff within the Municipality.
- Greet visitors to the office, in person, by phone and email to respond as appropriate to their needs, including receiving and processing payments and correspondence.

DUTIES AND RESPONSIBILITIES:

- Word processing and data manipulation with programs within Microsoft Office for receiving and responding to emails, taking meeting minutes, completing reports, drafting correspondence, filing agreements, and drafting public announcements for all departments within the Municipality.
- Answer the telephone, incoming and outgoing emails, file correspondence, provide bookkeeping support, sort and distribute mail.
- Perform all duties related to maintaining social media sites (website and Facebook page).
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- Responsible for records management for all Municipality files, report, background materials, etc.
- Accounts receivable, accounts payable, receiving tax payments, work with municipal auditors.
- Update Asset Management Plan
- Provide Municipal Election support as required.
- Perform any other related duties as assigned the CAO- Clerk Treasurer.



WORKING RELATIONSHIPS:

- Receive direction and guidance when required from supervisor but must be self-motivated and provide initiative on work duties and working relationships.
- Establish and maintain cooperation and courtesy with the spirit of teamwork with supervisors, co-workers, Council and the public.

KNOWLEDGE AND SKILL:

- A minimum of 2 years of related experience, in all duty areas, ideally in a municipal environment and/or structured corporate environment.
- Self-motivated individual with proven professionalism and dedication.
- Exceptional analytical skills and establishing customer relationships and retention.
- Accounting/Book keeping skills, knowledge of Quick Books and asset.

WORKING CONDITIONS:

- Work independently in the usual public office conditions subject to frequent interruptions.
- Work is subject to significant stress due to tight, unyielding deadlines imposed by statute, shifting priorities and demands of the public.
- 3 days per week. Typical office hours are 8:30 a.m. to 4:00 p.m., with additional days of work to replace staff during absences. In the absence of the Deputy Clerk or as required, must be willing to attend evening Council meetings and/or various committee meetings as assigned by the CAO-Clerk-Treasurer.
- Rate of pay, as per Collective Agreement, \$28.75/hr.

HOW TO APPLY:

Before Thursday August 27th, by email, to cao@calvintownship.ca, submit:

- a cover letter outlining how your skills and experience are aligned with each of this position's duties, and indicating the earliest date you would be available to report to work.
- a resume with employment details which support your cover letter's confirmation of meeting the position's requirements.