



Administrative Assistant

RM of Sherwood No. 159

Description:

The RM. of Sherwood No. 159 is seeking a professional, skilled and experienced Administrative Assistant to work as part of our administrative team.

Reporting to the Director of Operations, the Administrative Assistant plays a key role acting as the first point of contact for visitors and callers.

The Administrative Assistant will be responsible for:

- Providing reception – receive incoming calls, respond to inquiries, direct questions and transfer calls to the appropriate department
- Issuing invoices, Receipt processing
- Data entry & preparation of mail-outs
- Processing and issuing transportation, special events and other permits
- Preparing internal and external correspondence
- File and record management
- Participation in cross training and provision of back up for other Administrative Assistants
- Assisting with the development/implementation of policies and procedures
- Contract Management
- Liaising with Council, staff and other levels of Government
- Other duties as assigned

Skills and Experience Required:

- General accounting knowledge and experience with accounts payable, receivable
- 3-5 years administrative experience
- Proficiency with Microsoft Office and strong computer skills
- Ability to work independently and as part of a team
- Effective time management with the ability to meet deadlines and adapt to changing priorities
- Professionalism, strong communication and organization skills
- Effective problem solving and conflict resolution skills
- Grade 12 or Equivalent
- Proficiency in the English Language
- Clear Criminal Record Check

This is a unionized position with a starting wage of \$21.41 per hour. Participation in the Municipal Employees Pension Plan is mandatory, and extended health & dental and other benefits will be provided as per current policies.

If you are looking for an exciting career in municipal government, you are invited to submit your cover letter and resume via email to careers@rmofsherwood.ca.

Closing Date: September 20th, 2018