



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 and finance team.

Reporting to the Director of Finance, 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
- Prepare mail-outs
- Data entry
- Process and issue transportation, special events and other permits
- Preparing internal and external correspondence
- File and record management
- Participate in cross training and provide back up for other admin. Assistants
- Assist with development/implementation of policies and procedures
- Contract Management
- Liase with Council, staff and other levels of Government

Skills and Experience Required:

- General accounting knowledge and experience with accounts payable, receivable
- 3-5 years administrative experience
- Ability to work independently and as part of a team
- Effective time management with the ability to meet deadlines and adapt to changing priorities
- Strong communication and organization skills
- Professionalism
- Effective problem solving and conflict resolution skills



If you are looking for an exciting career in municipal government, you are invited to submit your cover letter and resume to:

RM of Sherwood No. 159
Attention Christine Trithardt
4400 Campbell Street
P.O. Box 40029 Grasslands PO
Regina, SK S4W 0L3

Or email
careers@rmofsherwood.ca

Job Posting Closes: Friday, November 3rd, 2017