



## Employment Opportunity

# Administrative Assistant

## RM of Sherwood No. 159

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

Our Administrative Assistants provide exceptional customer service and support to the public and within the organization to our Operations and Finance & Administration departments.

### ***The Administrative Assistant will be required to:***

- Correspond effectively with internal and external stakeholders, ratepayers, and coworkers through electronic, written, and verbal means
- Work independently and utilize problem solving and time management skills to resolve issues, complete work assignments
- Provide reception – receive incoming calls, respond to inquiries, direct questions, and transfer calls to the appropriate department
- Perform data entry and basic accounting tasks such as receipt processing, invoice creation and collections
- Perform file and record management
- Maintain familiarity and ensure compliance with municipal policies and bylaws
- Provide support to management with ongoing tasks, projects, and services
- Participate in cross training and provide back up for other team members
- Other duties and functions as may be assigned from time to time

### ***Qualifications and Selection Criteria:***

- General accounting knowledge and experience with accounts payable/receivable will be considered an asset
- Professionalism, strong organization, and communication skills with proficiency in the English language
- Three or more years positive experience in administration with progressively expanding responsibilities (municipal administration an asset)
- Demonstrable computer literacy, expertise in business applications and ability to manage information technology hardware and software
- An equivalent combination of qualifications, education and practical experience may be considered
- A current and clear Criminal Record Check

This is a unionized position with a starting wage of \$21.84 per hour. Participation in the Municipal Employees Pension Plan is mandatory, and extended health & dental 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 by email to [careers@rmofsherwood.ca](mailto:careers@rmofsherwood.ca). We thank all candidates for their interest, however, only those selected for further consideration will be contacted.