

R.M. OF CANWOOD NO. 494

MUNICIPAL ADMINISTRATIVE ASSISTANT PUBLIC WORKS

The R.M. of Canwood No. 494 is currently inviting applications for a permanent Administrative Assistant to provide support to the Public Works Supervisor in management of the municipality's assets.

General Duties:

- Attending to inquiries in person, on the telephone and by written communication.
- Maintaining confidential records and files.
- Maintaining an adequate inventory of office supplies.
- Communicating with ratepayers, council members, utility companies, government agencies, contractors, suppliers and fellow staff members.
- Assisting with the development of reports/charts/tables to track equipment performance and associated operating costs.
- Preparing reports and summaries for presentation to Council as the need arises.
- Maintaining equipment costing records as may be prescribed by the Council.

Qualifications:

- Completion of Grade 12.
- Certificate in a business-related program from a recognized college or equivalent training and experience.
- Proficiency with Microsoft Office programs.
- Knowledge in basic accounting principles and practices.
- Excellent communication skills, both verbal and written.
- Ability to deal effectively with the general public and to work independently.

The municipality offers a competitive salary and benefit plan in accordance with qualifications and experience. Qualified individuals are invited to submit a resume and cover letter detailing how their qualifications match those listed above by **4:00 PM, Friday, March 23, 2018.**

R.M. of Canwood No. 494
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The R.M. of Canwood No. 494 thanks all applicants; however, only candidates interviewed will be contacted.