

Position Description

POSITION TITLE:	Duration of Employment;	EVAL NO./
Summer Village Office Assistant	Casual (ongoing)	Salary Position
BUSINESS/FUNCTION	JOB:	LOCATION:
Summer Village of Sandy Beach	Admin/Public Works Support	Summer Village of Sandy Beach
DEPARTMENT;	INCUMBENT (if any):	DATE:
Sandy Beach Administration		Dec 2018

SUMMARY DESCRIPTION:

The ideal candidate will be independent, witty and organized. A fast learner with a minimum of 2 years' experience in an office setting preferably municipal. Submit you 1-page electronic resume ONLY throughout Nov. No cover letters please and 2 WORK related references only. Only those selected for interviews will be contacted by email and no submissions will be acknowledged. Electronic submissions: svsandyb@xplornet.ca Job discussion: 780.967.2873 Tuesdays 10-11am Only.

Tasks/Duties

- General administrative duties
- Handle all incoming phone calls (4 lines)
- Shipping and receiving
- Office supply management
- In/Out mail
- Customer billing
- Filing

Skills

- Skilled in all aspects of Microsoft Office programs including Excel, Word and Outlook
- Must be very good at MS Excel
- Must be able to produce and maintain excel spreadsheets under pressure
- Excellent phone skills (screening calls, message taking) and interpersonal skills assisting and supporting visiting public
- Honesty, transparency, follow direction, respond to email and phone text, think on your feet, compassionate, listen

Assets

Previous experience in municipal office and/or public works environment a definite asset.

Familiar with network systems and computer programs.

Job Type: casual – 1 day a week winter and 2/1 day a week summer - 400 hours yearly approx.

Salary: \$20.00/hour – no overtime, only vacation pay 4%, CPP and EI.

Experience:

- Administrative Support: 2 years (Preferred)

Office Location:

- The Summer Village of Sandy Beach, Alberta - 1208A Highway 642

Any duties as directed by Chief Administrative Officer

APPROVED BY:	CAO Summer Village of Sandy Beach	Date:	
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