


<p>JOB DESCRIPTION</p> <p>Casual Administrative Assistant</p>	 <p>TOWN OF MAYERTHORPE</p>
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JOB POSTING #

2025-06

DEPARTMENT:

Administration

REPORTS TO:

Legislative Coordinator

SUBORDINATES:

N/A

HOURS:

2 days/week and casual on-call and holiday coverage as needed (14 hrs. minimum per week)

RESPONSIBILITIES:

Responsible for daily office duties within a municipal office environment, to be provided in a pleasant and efficient manner.

- Plan, administer and coordinate records management.
- Execute and maintain all of the Town's Policy Manuals.
- Maintain an orderly and efficient general office environment and provide direct assistance to all departments as required.
- Answer and provide information, and/or directing all phone calls to the necessary departments.
- Maintain general files and filing system.
- Maintain, index and track expiration dates of agreements and contracts.
- Provide utility and tax payments support.
- Provide general reception assistance to the public as required.
- Provide assistance in clarifying payments, general public information, and Town activities.
- Prepare licenses, certificates, permits and reports when required.
- Complete complaint or incident reports as required and assure that they are forwarded to the appropriate department.
- Prepare correspondence as required.

- Assist operating and community organizations as necessary.
- Assist in accomplishing deadline tasks whenever possible.
- Maintain and order general office supplies for all Town departments.
- Assist with the administering of municipal elections in accordance with the Elections Act.
- Assist Development Officer by providing assistance with development permit applications, maintaining registry and completing any necessary follow up as required.
- Provide other duties as required by the Chief Administrative Officer and Legislative Coordinator.

QUALIFICATIONS:

- High School Diploma or equivalent
- Proficiency working with computers
- Strong work ethic
- Customer service skills
- Organizational skills

Applications may be submitted to employment@mayerthorpe.ca

Please note: When submitting your resume, please be sure to reference the job posting number.

Application deadline is **Friday, May 9, 2025.**

Town of Mayerthorpe would like to thank all applicants for their interest, however only those selected for an interview will be contacted.