



Administrative Assistant

Competition Number: AA0616202101
Posting Date: June 19, 2021
Application Deadline: June 30, 2021

Hours: 40 hours weekly
Wage: \$18.73 – 20.67 per hour

About the Position

The Administrative Assistant is responsible for general office administration to ensure efficient and smooth day-to-day operation of the office and providing administrative support to various office staff. This position is responsible for implementing and monitoring administrative systems, policies, and procedures, and supporting the Directors through a variety of tasks related to maintaining service contracts, governance and legislative responsibilities.

RESPONSIBILITIES/ACCOUNTABILITIES

Will vary dependent on Town needs, including but not limited to: reception support, office supplies, filing, data entry, producing, editing, and proofing documents, attending meetings, recording and distributing minutes, research, arranging meetings and appointments, and other duties as assigned.

EXPERIENCE/SKILLS/EDUCATION

Required:

- 2 years' experience working as an Administrative Assistant.
- Satisfactory Police Information Check
- Strong communications skills (oral and written)
- Ability to prioritize and manage time to meet required timelines and produce consistent error-free work.
- Must have schedule flexibility as the position will require evening and occasional weekend work.

Preferred:

- ◆ Bachelor's degree in business administration
- ◆ Certified Administrative Professional (CAP) designation
- ◆ Previous municipality administrative experience.

How to Apply

Email your cover letter and resume in one file by June 30, 2021 to recruiting@raymond.ca. Be sure to include the position in the subject line or your application may not reach the appropriate person.

Please note no in person applications will be accepted. We kindly ask that applications be sent by **email only**—no fax or mail applications please—and request that you do not phone. Due to the high number of applications, we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in The Town of Raymond.