



## **TOWN OF CLARESHOLM - JOB POSTING PERMANENT PART-TIME ADMINISTRATIVE ASSISTANT**

Claresholm Administration requires a highly motivated and mature individual to assist and support administration. The successful candidate will be organized, detail oriented, a quick learner, personable, and be comfortable on a computer with programs such as Microsoft Office and financial software.

The position is a permanent part-time position, Monday to Friday 4.5-5.5 hours per day (estimated at 25 hours per week). The anticipated start date is mid-February.

Under the general direction of the Director of Corporate Services, the position performs the following functions:

- Provide excellent customer service to all clients.
- Provide reception services: answer phones, handle public inquiries, cash receipting, direct visitors and phone calls to appropriate staff.
- Perform general office duties, including typing and compiling reports, letters, memos, general correspondence, processing mail and filing.
- Daily bank deposit, mail pick-up and maintenance of downtown community board.
- Assist the Planning and Development Officer with processing and tracking development permits, compliance letters, inspections, etc.
- Assist with the drafting, management, reporting and tracking of agreements, projects and grants.
- Prepare and distribute backup material including agendas, meeting minutes, reports and correspondence.
- Attend and record proceedings at meetings.
- Ensure accurate documentation of meeting minutes, follow up requirements and other associated work.
- Review, prepare and process (drafting, formatting and proofreading) outgoing documents to ensure accuracy as to grammar, punctuation and spelling.
- Prepare an assortment of documents using Microsoft Office applications (Word, Excel and PowerPoint).
- Manage and process Community Hall bookings
- Work with and have access to confidential personal information.
- Other duties as assigned.

### **Job Requirements**

- Completion of the twelfth (12th) school grade including business subjects with emphasis on general office practices, or completion of an appropriate certificate program from an approved business school/college.
- Proficiency in Microsoft Office, Outlook, Internet Explorer (or other browser) and other knowledge-based tools, and the ability to learn new software applications/programs quickly.
- A minimum of two years progressively diversified Microsoft Office experience with extensive knowledge of word processing and data entry including preparing, editing and

proofreading correspondence, taking and preparing minutes, and providing clerical support.

- Well-developed oral and written communication skills; excellent organizational skills, able to multi-task and deal with changing priorities and deadlines.
- Strong interpersonal skills, able to work independently as well as actively participate as a team member;
- Attention to detail including accurate grammatical abilities and technical and analytical skills.
- Must possess a valid class 5 driver license (driver's abstract will be required upon job offer).

**Pay Grid: \$17.28 to \$20.65 per hour based on qualifications and experience (no benefits).**

**APPLICATION:**

Please submit resumes to Lisa Chilton, Human Resources Administrator  
(Subject Line: Administrative Assistant).

**Deadline: Friday, January 31, 2010 by 4:00 p.m.**

We thank all applicants for your interest, however only those selected for an interview will be contacted.

[lisa@claresholm.ca](mailto:lisa@claresholm.ca)

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