

# Employment Opportunity

## ADMINISTRATIVE ASSISTANT

Mackenzie County is currently inviting applications for an Administrative Assistant position. The primary location for this position will be in La Crete, however, the individual may be required to work in other areas of the municipality as per operational requirements. This is a full-time unionized position with a 40 hour work week (8 hours per day) Monday to Friday.

**Reporting to the Manager of Legislative and Support Services, the successful applicant will be responsible for:**

- Front counter cross coverage and customer service;
- Responding to inquiries and/or complaints in a professional and tactful manner;
- Distribution of County related mail;
- Verifying accuracy of daily bank deposits;
- Conducting and verifying that accurate receipts are completed for payments;
- Recording of receipts in General Ledger;
- Completion of water and sewer connection and disconnection forms;
- Ordering and maintaining office supply inventory;
- Other duties as required.

**Requirements for this position are:**

- Post-Secondary Degree in a related field (i.e. Office Administration Certificate)
- 2-3 years related experience in an administrative position;
- Knowledge of office administration procedures;
- Proficient knowledge of Microsoft Office Programs;
- Experience working in a team environment;
- Must be a self-starter and motivated to complete projects and tasks with minimal supervision;
- Effective interpersonal and communication skills;
- Excellent verbal and written communication skills;
- A valid class 5 driver's license;
- Evidence of successfully passing a police *Criminal Record Check*;

Salary Range: \$48,152 - \$63,898 per annum. Mackenzie County offers a Comprehensive Benefit Package.

*Competition will remain open until a suitable candidate is found. Only those candidates selected for an interview will be contacted.*

Please forward all resumes and applications to:



**Mackenzie County**

Sarah Martens, Human Resources Coordinator  
Mackenzie County  
Box 640, Fort Vermilion, AB T0H 1N0  
Phone: 780.927.3718  
Fax: 780.927.4266  
Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)