

# Employment Opportunity

## ADMINISTRATIVE ASSISTANT

Mackenzie County is currently inviting applications for an Administrative Assistant position. The primary location for this position will be in Fort Vermilion, 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;
- Assist with the preparation of Council agendas and meetings;
- Maintain correspondence, lists and other documents relating to Council & committees;
- Travel arrangements for all municipal travel;
- Distribution of County related mail;
- Filing documents in accordance with the Records Management Policy;
- Coordinate catering for various meetings;
- MasterCard reconciliations and invoice coding;
- Ordering and maintaining office supply inventory;
- Assist with Municipal advertising and maintain online calendar;
- Assisting with municipal census, elections, and other municipal functions;
- Other duties as required.

**Requirements for this position are:**

- Post-Secondary Degree in a related field (i.e. Office Administration Certificate) considered an asset;
- 2-3 years related experience in an administrative position considered an asset;
- Proficient knowledge of Microsoft Office Programs;
- Effective interpersonal and organization skills;
- Excellent oral and written communication skills;
- Ability to work with minimal supervision;
- A valid class 5 driver's license;
- Evidence of successfully passing a police *Criminal Record Check*.

Salary Range: \$44,595 - \$61,318 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)