

# 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 Director of Finance, the successful applicant will be responsible for:

- Scheduling and administrative support to the Director of Finance;
- Assist with the preparation and distribution of agenda packages;
- Maintain correspondence, lists and other documents relating to the Finance Department;
- MasterCard reconciliations and invoice coding;
- Assist with Finance Department advertising;
- Filing documents in accordance with the Records Management Policy;
- Provide support and assistance to the Taxation department, Utilities department, Accounts Payable, Accounts Receivable;
- Grant writing and research;
- Draft letters and agreements;
- Time management skills;
- Transcribe minutes;
- Other duties as required.

### Requirements for this position are:

- 2-3 years related experience in an administrative position;
- Proficient knowledge of Microsoft Office Programs;
- Attention to detail, accuracy and professionalism;
- Knowledge of office administration procedures;
- Effective interpersonal and organization skills;
- Excellent verbal 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: \$48,152 - \$63,898 per annum. Mackenzie County offers a Comprehensive Benefit Package.

*Competition will remain open until 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  
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