

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 Municipal advertising and maintain online calendar;
- Maintain correspondence, lists and other documents relating to the management team;
- Monitor the municipality's social media and online presence;
- Social Media – administer, curate, author/edit, provide content for social media channels including Facebook, Instagram, Twitter and WhatsApp;
- Newspaper – curate, author/edit, and compile content for submission;
- Filing documents in accordance with the Records Management Policy;
- Website – curate, author/edit and implement regular content updates to Mackenzie County's Website;
- Website – coordinate enhancements and improvements for departmental content;
- MasterCard reconciliations and invoice coding;
- Develop/keep current municipal information brochures;
- 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: \$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
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