



Town of Duck Lake

EMPLOYMENT OPPORTUNITY CASUAL ADMINISTRATIVE ASSISTANT POSITION

This is an excellent opportunity to gain valuable experience in the event of any vacancies in the Town Office. Reporting to the Chief Administrative Officer, the Administrative Assistant will be responsible for providing a full range of office services including but not limited to:

- Addressing public inquiries and/or complaints, both in-person and via phone calls, and directing them to the appropriate Town personnel for resolution.
- Performing data entry tasks for accounts payable, utility and tax programs, and other spreadsheets as needed.
- Receiving payments and issuing receipts for general accounts, taxes, utilities, and receivables.
- Managing cash, including balancing receipts and cash, and preparing bank deposits.
- Handling the distribution, receipt, and processing of various permits and licenses, including animal and business licenses, utility hook-ups, building permits, and others.

REQUIRED EXPERIENCE & QUALIFICATIONS

- Exhibits a strong sense of integrity and professionalism, maintaining consistency, neutrality, and objectivity in all business activities.
- Proficient in computer skills, with advanced knowledge of Excel, Word, PowerPoint, and other Microsoft applications.
- Capable of working both independently and collaboratively within a team environment.
- Demonstrates exceptional organizational and time management skills.
- Minimum of one year of progressive experience in a finance-related role or public sector accounting. Experience with Munisoft applications is an asset, though we are willing to train the right candidate.
- Strong analytical, verbal, and written communication skills, with a keen attention to detail.

The starting salary range for this position is \$18/hr and will be dependent upon qualifications and experience. The Town of Duck Lake is an equal opportunity employer. The position requires a valid Class 5 Drivers License and successful candidate will also be required to submit a criminal records check.

Qualified applicants should submit their resume detailing qualifications, experience and education, along with 3 references to:

Amy Kalbfleisch

Email: cao@ducklake.ca

Phone: (306)467-2277

We thank all applicants, but only those chosen for an interview will be contacted.