

The Village of Big Valley is seeking a permanent part-time Administrative Assistant. If you are innovative, reliable and self-driven, this opportunity may be the right fit for you! At the Village of Big Valley, we are committed to providing our residents with a high standard of service, the individual we are looking for must have the same vision.

Duties:

- Answering and directing calls appropriately;
- Provide customer service for walk-in inquiries/payments;
- Pick up mail and bank deposits;
- Cash receipting, Accounts Receivable, Accounts Payable;
- Basic correspondence;
- Utility Billing;
- Provide administrative support to the Chief Administrative Officer;
- Tracking various information;
- Other duties as assigned.

Requirements:

- Completion of Grade 12 or GED equivalent and post secondary training in Office Administration;
- Two (2) to three (3) years of experience, preferably in a municipal setting in the capacity of administrative support;
- Demonstrated organizational ability and composure to work within specific timeframes, in a fast paced environment;
- Ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information;
- Strong interpersonal, verbal and written, communication skills. With the ability to work with the public and staff within the Village with minimal supervision.
- High degree of competency in using computers in the technical areas of outlook, word processing, spreadsheets, databases and presentation software. Knowledge in Vadim-iCity finance software also considered an asset.
- If you do not have all the requirements but are engaged and eager to learn with no limits on willingness to learn we will consider training the right candidate.

If you are interested in applying for this position please forward your resume by Friday, July 30, 2021, marked "CONFIDENTIAL" to:

Chief Administrative Officer
Box 236
Big Valley, AB ToJ oGo

By email: cao@villageofbigvalley.ca
By Fax: 40-876-2221

Or drop off in the mail slot at the Village Office or in Person on Tuesday, Wednesday and Thursday 8 a.m. to 4 p.m.

This position will remain Open Until a Suitable Candidate is Found.

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