



## **Town of Irricana Job Opportunity – Receptionist/Administrative Assistant (Full-Time)**

A refreshing and thriving community that presents an escape from the city, filled with potential for families and businesses alike to enjoy the safe and quiet country surrounding, overlooked by Alberta's big blue sky.

### **Summary of Position:**

The Town of Irricana is looking to employ a skilled, organized, enthusiastic and customer focused individual. The Receptionist/Administrative position is the first point of contact providing exceptional customer service for all departments of the Town of Irricana. This position reports to the CAO and is responsible for providing Receptionist, Administrative, Finance and Communication support.

### **Summary of Responsibilities:**

- Answering and screening all in-bound calls, emails, and visitors as the first point of contact with the public
- Responding to inquiries, concerns, and action requests in a professional manner
- Assisting the public with completion of forms/applications, licenses, etc. by providing them with the appropriate forms or information.
- Opening and closing out cash receipt batches; reconciling daily monies received
- Processing payments via a multitude of payment methods
- Accounts payable and accounts receivable functions
- Coordinating and maintaining facility bookings as required through data entry in various programs
- Purchasing/ordering office supplies
- Assists in the set up of meetings along with coordinating minutes for meetings
- Coordinate, participate and/or assist with special events and activities as directed.
- Liaise with staff, other departments, and/or external organizations concerning matters regarding assigned work.
- Provide administrative and onsite support with the Towns Emergency Management Plan
- Provides administrative support in the bylaw complaint process with an understanding of Town bylaws.
- Management of the Town's social media, website, and development of communication material (posters, newsletters, and public announcements)
- General Administration, Reception and Finance Support

### **Qualifications/Skills:**

- Current First Aid and CPR certificate or ability to gain one within 3 months of employment
- Ability to provide a clean Police Records Check with Vulnerable Sectors- within 3 weeks of your start-date
- Grade 12 Diploma - required
- Certificate/Diploma in a post-secondary office administration/finance program – asset
- Minimum 2 years administrative experience in an office environment - required
- Proficient in the use of a variety of software packages (Microsoft Word, Excel, PowerPoint, Outlook)
- Excellent communication (verbal and written) and time management skills with orientation to detail
- Ability to work in a government setting with a focus on customer service, tact, and professionalism
- Working knowledge of legislation, regulations, policies, and procedures that impact municipal government operations - asset
- Valid Alberta Class 5 Driver's License – required
- Effective time management skills with the ability to multitask - required
- Experience in office administration, procedures, and equipment; proficiency in operation of office technology and applications with the ability to learn and adapt to new software and technology as it develops and changes.

- Knowledge of accounts payable and receivable functions
- POS (point of sale) experience processing a variety of payments- required
- Experience in developing communication material such as newsletters, public announcements, social media, and developing and maintaining websites
- Have or must quickly develop a sound knowledge of the Town's organizational structure, functions, operations, policies, and procedures applicable to the work performed.
- Experience with Muniware Financial Software- asset

**Hours:**

- 37.5 Hours per week
- Monday- Friday (8:30-4:30 pm)
- Some evening and weekend hours will be required to support community events, meetings and or training.
- Office Environment

The Town of Irricana offers a competitive remuneration and benefits package as outlined in the CUPE 37 Collective Agreement

Please submit your application to: [cao@irricana.com](mailto:cao@irricana.com) OR [irricana@irricana.com](mailto:irricana@irricana.com)

Application deadline – September 30<sup>th</sup>, 2022

**Only those selected for an Interview will be contacted, interviews could be conducted prior to the job posting closing date.**

The Town of Irricana thanks all applicants for their interest in joining the Irricana Team

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