

GREENVIEW, ALBERTA

POSITION DESCRIPTION

JOB TITLE: ADMINISTRATIVE SUPPORT, RECEPTION
DEPARTMENT: CORPORATE SERVICES
LOCATION: Administration Offices – Valleyview Alberta

SUMMARY:

The Administrative Support, Reception is responsible for reception duties and for providing administrative and financial data input assistance while reporting to the Manager, Finance & Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Answering the phone and greeting the public at the front counter, answering general questions, and directing to the appropriate staff or department.
- Record and deliver all phone messages when staff members are unavailable.
- Receipt all monies received and process deposits.
- Provide administrative assistance for various departments.
- Provide assistance to the Finance & Administration department as requested by the Manager, Finance & Administration.
- Print maps for all offices and mail out map requests for stores in hamlets, as well as map orders.
- Ensure office supplies are adequate for the Administration building, and order office supplies for the Administration, Field Services, Operations Services, as well as the Community Resource Centre.
- Coordinate courier shipping and receiving.
- Responsible for the upkeep of the photocopy and supply rooms.

Minor

- Coordinate the booking of meeting rooms.

Occasional

- Photocopy and coordinate mailing out of Municipal District newsletter.
- Prepare permit packages for the Planning & Development Department.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Grade 12.
- A minimum 3 years experience in an office environment, including reception and switchboard duties.
- Basic accounting / bookkeeping skills.

SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel, Publisher, Outlook and PowerPoint.
- Excellent public relations skills and phone etiquette.
- Must be able to maintain confidentiality.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to deal with large amounts of money, including ability to balance deposits as well as data input batches.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Some light lifting, occasional heavy lifting.
- Extensive use of telephone and computer.
- Long periods of sitting, good lighting, temperature and noise control.

- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

By E-mail: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca