

# GREENVIEW, ALBERTA

## OPEN COMPETITION

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

### SUMMARY:

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The Administrative Support, Corporate Services is responsible for providing reception duty and administrative support as required within the Finance & Administration division of the Corporate Services department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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#### Major

- Provide administrative and financial assistance to the Finance & Administration department.
- Provide administrative assistance for various departments as directed by the Manager of Finance & Administration.

#### Minor

- Coordinate the booking of meeting rooms.
- Responsible for the upkeep of the photocopy and supply rooms.
- Coordinate courier shipping and receiving.
- Receipt all monies received and process deposits.
- Record and deliver all phone messages when staff members are unavailable.
- Answering the phone and greeting the public at the front counter, answering general questions, and directing to the appropriate staff or department.
- 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.

#### Occasional

- Coordinate mailing out of Municipal District newsletter.
- Other duties as assigned.

### QUALIFICATIONS / EDUCATION / EXPERIENCE:

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- 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.

## SKILLS REQUIRED:

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- Proficiency with Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to interact well with, and respond to inquiries from Management, employees, Council and Ratepayers.
- Excellent verbal and written communication skills
- Must be able to maintain confidentiality.
- Must be self-motivated, and able to work with minimal supervision.
- Must be flexible as nature of work is subject to change.
- Ability to interpret, implement and adhere to organizational policies and procedures.

## WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

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- Some light lifting, occasional heavy lifting.
- Extensive use of computer and telephone.
- 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:

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- **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 all Occupational Health and Safety Rules and 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.

## HOW TO APPLY:

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

**By Mail or Drop off:** Human Resources Department  
Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

**By Fax:** 780-524-4307 **OR**

**By E-mail:** [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca)

**This position will remain open until a suitable candidate is found.**

We sincerely thank all applicants, however, **only** candidates selected for an interview will be contacted.