

GREENVIEW, ALBERTA

JOB TITLE: ADMINISTRATIVE SUPPORT, DEBOLT OFFICE
DEPARTMENT: CORPORATE SERVICES
LOCATION: DeBolt Public Service Building Reception
SALARY:
STATUS: Vacant

SUMMARY:

The Administrative Support, DeBolt Office is responsible for reception duties and for providing administrative assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Answering the phone and greeting the public at the front counter, answering general questions, and directing them to the appropriate staff or department.
- Record and deliver all phone messages when staff members are unavailable.
- Receipt all monies received and prepare deposits and send the deposit to the main Administration Building in Valleyview.
- Sell Municipal District landowner maps.
- Ensure office supplies are adequate for the DeBolt office, and advise Reception at the Administration Main Office in Valleyview when supplies as required.
- Responsible for the upkeep of the photocopier and supplies.
- Under the guidance of the Manager, Finance & Administration, provide administrative support to various department.
- Provide assistance to the Finance & Administration department as requested by the Manager, Finance & Administration.
- Coordinate mail delivery from the DeBolt Public Service Building to the main Administration Building in Valleyview.

Minor

- Book meeting rooms as required in the Public Service Buildings.
- Post Family & Community Support Services information in the community as requested.

Occasional

- Responsible for the sale of snow plow signs.
- Ensure applications and forms are available for development permits, private approaches, dust control, etc.

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.
- Post-Secondary – Office Administration Diploma or equivalent experience
- A minimum of 2 years' experience using a finance software system.
- A minimum 3 years' experience in an office environment, including reception and transferring calls to other staff.

SKILLS REQUIRED:

- Proficiency in 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 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 by January 25, 2018 at 4:00 p.m. 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