



Career Opportunity

Full-time Administrative Assistant

The Town of Dundurn is seeking a highly organized and proactive Municipality Administrative Assistant to join our local government team. This role is essential in ensuring smooth administrative operations and providing excellent support to municipal departments and the community.

****Key Responsibilities****

- Manage daily office operations including answering phones, responding to emails, and greeting visitors.
- Prepare, organize, and maintain municipal documents, records, and correspondence.
- Assist in scheduling meetings, appointments, and public hearings for municipal officials.
- Coordinate communication between departments, officials, and the public.
- Process permits, public notices, order to remedy, and other municipal forms in accordance with local policies.
- Maintain accurate databases and filing systems.
- Ensure compliance with municipal policies, confidentiality, and data protection standards.

****Qualifications****

- Associated degree or higher in public administration or related field is preferred.
- Proven experience in administrative roles, preferably in a government or public sector environment.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Proficiency in Microsoft Office Suite and familiarity with MuniSoft municipal record-keeping software.
- Ability to handle sensitive information with discretion.
- Customer service-oriented with a friendly and professional demeanor.
- Detail-oriented with strong problem-solving skills.

****What We Offer****

- Competitive salary and benefits and pension package.
- Opportunity to contribute to local community development.
- Supportive and collaborative work environment.
- Professional development and training opportunities.

Salary will be dependent on qualifications and experience.

If you are a motivated individual with a passion for public service and administrative excellence, we encourage you to apply; however, only those candidates selected for interviews will be contacted. To be considered for this career opportunity please email your cover letter along with your resume outlining your qualifications and experience to admin@townofdundurn.ca. This position will be open until a suitable candidate is retained.