



## **Job Posting: Office Assistant**

Location: Town of Dundurn

Reports To: Chief Administrative Officer (CAO)

Hours: Monday - Friday, 8:30 AM - 4:30 PM – 7.5 hrs/day

Pay Range: \$25 to \$30 per hour (depending on qualifications and experience)

The Town of Dundurn is in search of a committed and organized Office Assistant to aid in operational support. The Office Assistant will report directly to the Chief Administrative Officer (CAO) and will play a crucial role in ensuring efficient office operations, assisting residents and stakeholders, and facilitating effective communication within the office.

### **Key Responsibilities:**

- Oversee the front counter, responding to public inquiries and complaints.
- Handle telephone calls and retrieve voicemails.
- Monitor emails and redirect inquiries as necessary.
- Maintain office filing and storage systems.
- Perform data entry, receipting, and prepare deposits.
- Address inquiries related to Hall and Rink rentals.
- Update the website and social media channels.
- Prepare and manage monthly utility billing, ledger entries, connections, and disconnections.
- Oversee building permit filing and invoicing, reporting to the CAO.
- Maintain filing systems, including logs for waste, recycling, and organics cart numbering.
- Provide administrative assistance to the Office, Public Works, Council, Hall, Rink, and Library.
- Follow safe work practices as specified by the Town of Dundurn.
- Comply with all relevant laws, rules, and regulations.
- Carry out other duties as assigned.

### **Qualifications:**

- Strong analytical, problem-solving, and decision-making capabilities.
- Proficient verbal and written communication skills.
- Skilled in Microsoft Office Suite.
- Ability to organize and prioritize tasks to meet deadlines.
- Previous experience in a municipal office or administration is advantageous.
- Familiarity with relevant legislation, policies, bylaws, and procedures.

### **Application Process:**

Interested candidates are encouraged to submit their applications to [cao@townofdundurn.ca](mailto:cao@townofdundurn.ca). Please be aware that only those selected for an interview will be contacted.