

Administrative Assistant II

Permanent Full-Time
Competition #22-10

Come join our dynamic team!

Located on the Southside of Pigeon Lake, Alberta, the Summer Village Administration Office provides Joint Office Administration for the seven Summer Villages of: Argentia Beach, Golden Days, Poplar Bay, Grandview, Crystal Springs, Norris Beach, and Ma-Me-O Beach.

The Summer Villages Office is currently looking for an individual to join our team as an Administrative Assistant II. This is a full-time position working Monday – Friday 8:30 AM – 4:00 PM.

The Administrative Assistant II position will include the following duties:

- Greeting visitors to the office, answering phone calls and inquiries,
- Reviewing and distributing e-mail,
- Prepare and accept program applications, receiving payments,
- Preparation of agenda packages and drafting newsletters for Councils,
- Supporting other office staff and members of Council,
- Ordering office supplies, photocopying,
- Review incoming mail and correspondence, draft and mail letters,
- Filing, and other duties as assigned.

Preference will be given to applicants with the following qualifications:

- Grade 12 Diploma - required
- Minimum 2 years administrative experience in an office environment – required
- Excellent computer skills working with a variety of software packages (Microsoft Word, Excel, PowerPoint, Outlook) website and database management – required
- Valid Alberta Class 5 Driver's License – required
- Certificate/Diploma in a post-secondary office administration/finance program – asset
- Working knowledge of legislation, regulations, policies, and procedures that impact municipal government operations - asset
- Excellent communication and time management skills with attention to detail
- Excellent interpersonal, public relations, organizational and multi-tasking skills
- A pleasant, positive attitude and a willingness to learn
- Ability to work in a government setting with a focus on customer service, tact, and professionalism
- Ability to work well under pressure, individual and as part of a team

Compensation is dependent on work experience and education.

The successful applicant will be required to submit a drivers abstract and current criminal record check.

Interested candidates are invited submit their resume and cover letter to:

Sylvia Roy, CAO
Summer Village Office
P. O. Box 100 (605 – 2nd Avenue/ Hwy 13A)
Ma-Me-O Beach, AB T0C 1X0
Phone: (780) 586-2494; Fax: (780) 586-3567
E-mail: Sylvia.roy@svofficepl.com

Applications will be accepted until 4:00 p.m., October 7, 2022.

This posting is intended as a summary of the primary responsibilities and qualifications of this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or all the qualifications that may be required either now or in the future.

Summer Villages Office
Administrative Assistant Level 2
Job Position Description

The Administrative Assistant Level 2 position is a challenging opportunity for anyone interested in working with the Public, Councils, and other office staff in a friendly, professional manner. As the Receptionist and the primary person answering phone calls, this position creates a first impression for anyone contacting or visiting the Summer Villages Office. The position also includes a number of other job functions including but not limited to those outlined below.

First Impressions

- Reception – greeting visitors to the office in a friendly, professional manner. Responding to **general** questions.
- Phone Calls – answering phone calls, directing the calls to the appropriate staff member, and answering questions as appropriate.
- Information E-mail – reviewing the information e-mail account, forwarding e-mail to other staff where appropriate, responding to **general** questions.
- Courier and Post – sending and receiving letter mail and parcels.

Ratepayer Customer Service

- Answering resident calls assisting with inquiries and forwarding call to appropriate department staff.
Tax certificates – preparing tax certificates as requested.
- Cash receipts – accepting payments

Staff and Council Support

- Council agenda packages – creating agendas, drafting request for decisions, photocopying and binding.
- Set up and clean-up of the boardroom for meetings, booking external meetings.
- Contact information sheets– updating lists for changes to staff, contractors, and Council positions.
- Council meeting dates –updating Council schedule and distributing to other staff.
- Mail outs - photocopying materials, stuffing envelopes and postage on an as needed basis.
- Registration for conferences, hotel reservations, for Council and staff.
- Ordering Office supplies.
- Updating office procedures for Administrative Assistant position
- Drafting Summer Village newsletters, correspondence to residents, request for decisions to Council
- Updating and maintaining all Summer Village websites.

Office Equipment and Servicing

- Office equipment maintenance, ordering supplies, contacting service providers for repairs.
- Postage updates –updating postage machine, ordering related supplies.
- Security access set up for office entry and Xerox machine.
- Shredding of office paper

Records Retention and Information Management

- Records retention –maintaining the records retention list and cycling out files as they reach their maximum retention dates. Managing the retention files.
- Filing – maintaining the property tax files, municipal files, and other governmental files.
- Archiving of signed documents – including scanning to the server.
- Routine updates of the Summer Village Admin Website and the Seven (7) Summer Village Websites.

Ma-Me-O Beach

- Hall rentals, agreements –ensuring forms, deposits and payments are completed.
- Providing Assistance to the Public Works Contactor and Coordinator for:
 - Ma-Me-O Beach resident boat hoist and resident snow clearing program.
 - Ma-Me-O Beach municipal snow clearing and general maintenance.