

Village of Marwayne

Administrative Assistant (1) Year Term Employment Opportunity

Closing Date: April 28th, 2023 or until suitable candidate is found



The Village of Marwayne is seeking a highly motivated person to join our team for a one-year term position in our Administration office. Reporting to the Chief Administrative Officer, this term employment position will begin in June 2023 and conclude in August 2024.

Position Responsibilities

- Processing of accounts payable and accounts receivable
- Responsible for water meter reads and utility billing
- Complete payroll, benefit administration and filing
- Prepare written documents, reports, applications, agenda items, etc.
- Answer phones, take messages, respond to emails in a professional and courteous manner
- Provide in-person customer service to the public
- Provide clerical and administrative support for Village programs as required
- Adhere to policies, standards and regulations
- Generate newsletter, receiving/entering payments, and other duties as assigned

Position Requirements

- Valid Alberta drivers license
- Satisfactory criminal record check
- Ability to work cooperatively in a positive team environment
- Substantial degree of personal initiative with good planning and organizational skills
- Exceptional customer service skills
- Highly skilled in Microsoft Office
- Previous experience in municipal government would be considered an asset

Application Process

- Should you be interested in this position, please submit your resume via email to the Chief Administrative Officer at cao@marwayne.ca or place it in the drop box outside of the Village Administration Office located at 210 2nd Avenue South in Marwayne.
- You must specify the position you are applying for and the qualifications you possess which make you an ideal candidate for the job.
- Position open only to those legally entitled to work in Canada.
- Although we appreciate the interest of all applicants, only those selected for an interview will be contacted.