



Career Opportunity
Full time
Administrative Assistant

The Town of Dundurn is seeking a permanent full time Administrative Assistant to join our team. This position reports to the Chief Administrative Officer (CAO) and provides support for Administration, Public Works, Council and Recreation. Daily activities will include customer service, correspondence, filing, data entry, receipting and preparing deposits. Proficiency in Microsoft Office applications Experience with MuniSoft software is considered an asset Proficiency in computers and knowledge of local governance issues are important. A friendly, courteous, professional demeanor and accountability are essential. Well-developed interpersonal and communication skills are key requirements. The ideal candidate will possess a business diploma or have related experience. Experience in Municipal Administration and a desire to work towards a Certificate in Local Government Administration are considered valuable assets.

The Town offers a comprehensive benefits package including health, dental and vision, as well as an employer matched pension plan. Salary will be dependent on qualifications and experience. We thank all applicants for their interest in this position; 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.