



VILLE DE - TOWN OF  
**Gravelbourg**

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February 1, 2017

## EMPLOYMENT OPPORTUNITY

The Town of Gravelbourg is currently seeking applications for the position of **Administrative Assistant**.

### Job brief

Administrative assistant duties and responsibility includes providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to organization and communication. The successful applicant will be expected to have the education, skills and abilities to perform beyond entry-level. In addition, the successful applicant will be expected to have or obtain a Level 'C' Municipal Administration Certification, and eventually replace the current Assistant Administrator.

### Responsibilities

- Bookkeeping and accounting
- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports

- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Reconcile expense reports
- Provide general support to visitors
- Process receipts

## Requirements

- Certificate or Diploma in Accounting
- Level 'C' Municipal Administration Certification or be willing to obtain
- Proven administration assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office

This position is a union position, paid according to the CUPE Local 4341 pay rates.

If you are interest in applying for this position, please forward a cover letter and resume to Ward Minifie, CAO at [gravelbourg.adm@sasktel.net](mailto:gravelbourg.adm@sasktel.net). Applications will be accepted until a suitable candidate is found.