



VILLE DE - TOWN OF
Gravelbourg

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Employment Opportunity

POSITION: Administrative Assistant

JOB DESCRIPTION

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 administrative job scope includes communicating via phone and email and ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner.

PRIMARY DUTIES

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

REQUIREMENTS

- Proven admin or assistant requirements
- Knowledge of office management systems and procedures
- Excellent time management skills
- Attention to detailed and problem-solving skills
- Excellent written and verbal communication skills
- Strong organization and planning skills
- Proficiency in MS Office

This position is currently a union position, paid according to the CUPE Local 4341 pay rates and the successful applicant's qualifications.

Please submit resume by 5:00p.m. **Friday March 22, 2019**

Attention: Joan Corneil, CAO
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Or email to cao@gravelbourg.ca