



Hiring:

Full Time Administrative Assistant

If you possess friendly customer service, demonstrable accounting background, superior administrative skills and have strong organizational skills, we want to hear from you!

DUTIES: Full receptionist tasks and responsibilities including greeting visitors to the office, in person, by phone or email. Provide responses to all inquiries or direct them to appropriate personnel.

Sort and distribute incoming mail and prepare outgoing mail.

File correspondence, including letters, emails, invoices, and other documents.

Monitor office supply stock and replenish as necessary.

Utilize office equipment such as but not limited to photocopier, printers, fax machines, computers.

Process and complete all cemetery plot purchases/transfers and burial transactions.

Process and complete recreation facility booking transactions.

Process payments either in person or online for all payments including taxes, licenses, permits, cemetery transactions, certificates or other revenues.

Undertake bookkeeping tasks including reconciliation of cash receipts, prepare bank deposits, process cheques and payments.

Prepare payroll timesheets and other reports for approval prior to processing.

Perform other office support duties as assigned.

WORKING CONDITIONS: Work independently under typical public office conditions subject to frequent interruptions.

Work is subject to significant stress due to tight, unyielding deadlines imposed by statute, shifting priorities and demands of the public, including at times, irate taxpayers.

Qualifications/requirements

Minimum 3 years related experience in an office environment, preferably in a municipal office setting.

Minimum 3 years experience processing payroll, accounts receivable and payable transactions. Formal accounting education credentials are a definite asset.

Superior skills and experience in the use of Microsoft Office, Excel and general office equipment.

Exceptional organization skills to manage demanding multiple simultaneous tasks.

Proven ability to deal with difficult people in an office environment serving the public.

Verifiable ability to work in an office environment where priorities change and the need to be adaptable and flexible is critical to carrying out the role.

Due to the nature of the work, confidentiality is mandatory.

Class 5 driver's license and the ability to use own vehicle to carry out office deliveries such as bank deposits and supply pick ups, as required.

Must be available to work Mon to Fri, 8:30 a.m. to 4:30 p.m.

HOW TO APPLY: Submit a cover letter detailing how you meet the qualifications and requirements of this position, along with a resume of your related experience, and 3 recent work references who can attest to your experience as they relate to the position qualifications/requirements, by email, to cao@munswanvalleywest.com.

Only applications received meeting the requirements as described above will be considered.

Note: As a condition of employment, the successful candidate will be required to provide proof of a Valid Class 5 driver's license.

Job Type: Full-time

Pay: \$24.69 - \$29.42 per hour as per collective agreement based on experience.

Expected hours: 37.5 per week

Benefits: Company pension, Dental care, Disability insurance, Extended health care, Life insurance, Vision care

Flexible language requirement: French not required

Schedule: Monday to Friday

Experience: Microsoft Office: 3 years (required)

Organizational skills: 3 years (required)

Office experience: 3 years (required)

Work Location: 216 Main St. Swan River

Application deadline: Position open until filled.