



Summer Village of Sandy Beach

POSITION: OFFICE ASSISTANT TFT POSITION

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

TERM: TEMPORARY FULL TIME SUMMER / WINTER **Ongoing**

HOURS OF WORK: 9:00 AM – 3:00 P.M. (6-hour days) Weekdays Mon thru Fri

Mostly in office 2 days a week on Monday and Tuesday(s) – required,
with possible bi-weekly Wed/Thu or as needed;

- Daily work include managing telephone calls, typing, copying, scanning, cash receipts, financial software entries (easy system and you will be trained adequately), organizing cheque signings and contacting Council from time to time, receive and receipt tax payments and general office assist duties maintaining a general presence in the friendly office; Report to CAO and delegates work as appropriate and instructed; From time to time pick up deliveries in Onoway and mail letters or pick up mail;
- Ensures all staff have sufficient safety training and maintains a record of training completed and keep out eye for safety compliance;
- Provides ongoing advice to the CAO on daily service matters;
- Attends Council meetings as required by the CAO;
- Responsible for order supplies as required and maintaining an inventory of all supplies;

Requirements:

- Class 5 Drivers License (driver's abstract will be required) with own vehicle;
- All mileage is reimbursed and DA paid for by employer;
- Office experience and dealing with public inquiries;
- Comfortable with Word and typing and answering phone calls;
- General Microsoft Office 7/10 computer skills;
- Must be comfortable and easy going as well as reliable;
- Sponsored training can be available from time to time;

Submit resumes to: Summer Village of Sandy Beach via email @
svsandyb@xplornet.ca

Application Deadline: September 30th, 2020 at noon.

Rate of pay: \$25.00 per hour & 4% vacation including CPP and EI + all Stat. Holidays;

The successful candidate will be working weekdays as scheduled with the CAO limited to approx. a maximum of 18h per week. We thank all interested parties for their applications; only those to be interviewed will be contacted.