

EMPLOYMENT OPPORTUNITY

Administration Assistant Permanent Full-Time Position



The Town of Redwater is situated just 35 minutes north east of Edmonton and borders the Alberta Industrial Heartland; this community is poised for significant growth. Redwater offers great recreation, culture, education and health care to the area residents. Visit our website to learn more about our great community:

www.redwater.ca

If you enjoy working in a positive environment and are looking for a career opportunity that encourages growth and educational opportunities, this position will interest you. Our team is seeking an individual who is highly motivated and enthusiastic who will assist with a variety of administrative functions, including front reception.

Reporting to the Accounting Supervisor, this individual will be primarily responsible for the following:

- Accounts Payable functions, including processing invoices, cheque runs
- Administrative assistance to Infrastructure Manager for Public Works operations
- Backup for Accounts Receivable & Utilities
- OH&S paperwork & general administration
- Cash receipting, bank deposits and mail administration as needed
- Records Management/Filing
- Assisting in all areas of the Corporate Services Department where required

The ideal candidate will have:

- Experience with direct customer service and dealing with difficult customers
- Strong interpersonal skills and ability to work within a team environment
- Practical working knowledge and proficiency with computer systems; including Microsoft Office
- Experience with Microsoft Dynamics GP and Diamond is an asset
- Basic understanding of accounting fundamentals, especially Accounts Payable processes
- Effective verbal and written communication skills
- Self-motivated with the ability to multitask

Qualifications:

- High School Diploma
- Work experience with customer service and general accounting functions

A detailed position description is available on our website: www.redwater.ca

Salary range for this position is based on level of education and experience. Please forward your resume and three work related references to:

Ryan Musch, Accounting Supervisor, Town of Redwater, Box 397, Redwater, AB, T0A 2W0
Email: rmusch@redwater.ca Fax: (780) 942-4321 Ph: (780) 942-3519

The position will remain open until suitable candidate is found.

The Town of Redwater thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.