



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

JOB POSTING

Administrative Assistant
Town Office

The Town of Kensington invites applications for a Full Time Administrative Assistant.

POSITION SUMMARY:

The position performs a wide variety of administrative and clerical duties, including preparing and/or typing reports, records, correspondence and data entry. The position performs other duties as may be assigned by the CAO or their designate.

POSITION QUALIFICATIONS:

- Ability to deal effectively with the general public in a tactful and professional manner.
- Successful completion of Grade 12 or equivalent.
- Performs clerical tasks as assigned, including but not limited to preparing and typing correspondence, memos, reports, procedures, etc. from handwritten and/or verbal instructions.
- Responsible for greeting and directing of people attending the Town Office in person or having contact via telephone, including responding to public enquires.
- Responsible for utility billing and receiving payments.
- Performs financial data entry and bookkeeping duties in accounts receivable and accounts payable.
- Typing speed of 50 WPM.
- An energetic team player with a positive attitude.

HOURS OF WORK

The Full time Administrative Assistant will work 7 hours per day Monday to Friday. Overtime hours may be required.

SALARY

The rates quoted are in accordance with the Employee Handbook between the Town of Kensington and Non-Union Permanent Employees. (\$19.25 - \$24.75/hour)

Please submit a detailed resume to the following address:

Town of Kensington
Attn: Wendy MacKinnon
55 Victoria Street East
P.O. Box 418
Kensington, PE
COB 1M0

or by email at: mail@kensington.ca.

Visit www.kensington.ca for further information.

We thank all applicants for their interest; however only those selected for an interview will be contacted.