



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Incorporated 1914

JOB POSTING

The Town of Kensington invites applications for a **Full-time Administrative Assistant** to join our diverse team.

POSITION SUMMARY

The Administrative Assistant plays a vital role in the organization's daily operations by providing high-quality customer service and administrative support.

- Responsible for greeting and directing people attending the Town Office in person or having contact via telephone, including responding to public inquiries.
- Responsible for water and sewer utility billing and payments.
- Financial data entry and accounts receivable/payable.
- Providing project support to various departments as required.
- Effectively deal with the general public in a tactful and professional manner.
- Ordering office supplies and maintaining supply inventory.
- Maintaining accurate records and correspondence.

The position performs other duties as may be assigned by the Chief Administrative Officer or their designate.

POSITION QUALIFICATIONS

- High school graduation supplemented by a diploma in office administration study with at least 3-5 years of related experience.
- MS Office Suite, Outlook, and Excel. Knowledge of Microsoft Dynamics GP is a valued asset.
- An energetic team player with a positive attitude.
- Strong organizational skills with the ability to work independently with changing priorities and deadlines.
- Excellent communication skills both oral and written.
- Demonstrates tact and discretion in preparing, disclosing, and handling information of a confidential and sensitive nature.

HOURS OF WORK & SALARY

The Full-time Administrative Assistant will work 35 hrs. per week - Monday to Friday. Limited overtime hours may be required.

The rates quoted are in accordance with the Employee Handbook between the Town of Kensington and Non-Union Permanent Employees. (\$21.12 - \$25.44/hour).

TO APPLY

Learn more about us at: www.kensington.ca

Interested candidates can apply by sending their resume to Municipal Clerk, Kim Caseley at kcaseley@kensington.ca.

*All employees are subject to Criminal Record Clearance.

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