



## **Employment Opportunity**

### **Part-Time Administrative Assistant**

The Village of Stirling is looking to hire a Part-Time Administrative Assistant. The position will work all Mondays and Fridays from 8:00 a.m. to 4:00 p.m. and will provide coverage of vacation and sick days. The successful candidate will perform administrative duties in the municipal office and banking transactions in the ATB Agency as the Village of Stirling operates the ATB Agency for the surrounding community. The candidate must therefore qualify through the ATB hiring process as well.

#### **The responsibilities for this position are as follows:**

- **General Administration**
  - Perform all the regular Administration duties of the Municipal Clerk
  - Perform all the regular duties of the Tax and Utility Clerk including accounts payable, accounts receivable and payroll
  - Provide support to the CAO and other departments
  - Provide support to the other Clerks
  
- **Other Duties:**
  - Operate ATB Agency as a Customer Services Representative
  - Assist with projects as required
  - Assist with community events and events organized by community groups

#### **Preference will be given to the candidate who demonstrates they can meet the following competencies:**

- Clear communication skills both written and verbal
- Ability to foster and develop relationships
- Advanced technical skills
- Ability to meet timelines
- Ability to work in a dynamic environment
- Ability to work with others as well as independently
- Advanced skills with Microsoft Office products
- General to advanced skills with Muniware (preferred but not required)
- Understanding of cash handling procedures
- Understanding of FOIP and Municipal Administration
- Strong sense of team collaboration Commitment to Safety and adherence to all Safe Work Practices and OH&S Legislation requirements
- Strong customer services skills, both in-person and over the phone

This posting will remain open until January 10, 2023, at 4:00 p.m. or until a suitable candidate is found. Interested applicants can send their cover letter, resume and three references attention to Scott Donselaar, CAO, by dropping their application off at the Village Office located at 237 - 4 Avenue, or via email at [cao@stirling.ca](mailto:cao@stirling.ca)

**\*\*Successful candidates will be required to provide a clear criminal record and vulnerable sector check.\*\***