

NEW IDEAS FOR YOUR CAREER

ADMINISTRATIVE ASSISTANT II/ FACILITY PROGRAMMER FULL TIME

Organization
Website
Department
Location
Closing Date

Town of Vermilion
www.vermilion.ca
Community Services
Vermilion, AB
Until suitable candidate found

OPPORTUNITY

The Community Services department is seeking a dynamic, energetic person with a great work attitude. Reporting to the Director of Community Services and working in a team environment this full-time position is responsible for administrative related duties and facility programming required within the Community Services Department. In addition, this position will promote recreation and leisure programming expanding facility use and revenue base through commercial advertisement and sponsorship. This position requires occasional, evening and weekend work as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer experience is necessary (Microsoft Word, Excel, Power Point, Publisher, Website maintenance, social media, Adobe Acrobat, ACTIVE net)
- Superior communication skills, proven time management skills and organizational skills required.
- Good interpersonal skills in working with co-workers and the public.
- Flexible to work in an ever-changing environment.
- Willing to work independently.
- Able to work as a team member.
- Demonstrate an ability to work with people from diverse cultural and professional backgrounds.

QUALIFICATIONS

- Grade 12 Diploma
- Three (3) years related work experience
- First Aid and CPR
- Valid Class 5 Driver's License
- This position will require a RCMP, Criminal Record Check with Vulnerable Sectors Screening for successful candidate.

COMPENSATION

The Town of Vermilion offers competitive wages and an excellent benefits package.

CLOSING DATE

Open until suitable candidate found.

Email resume and cover letter to: klucas@vermilion.ca

Comp#: 22-01-CS-Admin (Copy/Paste Comp# in email subject line)

Kevin Lucas, Chief Administrative Officer

Mail/in person: Town of Vermilion, 5021 – 49 Avenue
Vermilion, AB T9X 1X1

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.