



TOWN OF REDCLIFF

The Town of Redcliff, “The Greenhouse Capital of the Prairies”, is currently accepting applications for the position of:

EXECUTIVE ASSISTANT
Permanent, Full-time Position (37.5 hours per week)

Redcliff is a fast growing community of 5600 friendly residents, which offers excellent education facilities, an abundance of community activities, a beautiful trail system and well maintained recreation facilities.

We are currently seeking an enthusiastic, positive individual to serve the community as **Executive Assistant**. This position will appeal to the professional individual who is seeking exciting challenges, and a friendly, team-oriented work environment. This position will be under the direction of the Manager of Legislative and Land Services, and performs administrative and clerical duties for the Municipal Manager and the Manager of Legislative and Land Services, including those of a confidential nature.

The following qualifications will be to the candidate’s advantage:

- Certification from a recognized Administrative Office Professional program or equivalent professional experience.
- Demonstrated ability in working with computers especially Microsoft office products.
- Must have above average English verbal and written communication skills.
- Must be very accurate and have a keen sense of detail.
- Proficient in processing documents.
- Cordial and efficient telephone manners are required.
- Previous experience in a related position with the demonstrated record of maintaining confidentiality.
- Must have a proven track record as a self-starter and problem solver.
- Demonstrated ability to meet deadlines and experience in a work environment where operational deadlines must be met.
- Oath of confidentiality (required to sign)

If you are interested in this challenging, rewarding position please mail an application in the form of a cover letter and resume, in confidence, marked “Executive Assistant” to:

Town of Redcliff
Attn: Human Resources
Box 40
Redcliff, AB, T0J 2P0

Applications will also be accepted via email in pdf format to hr@redcliff.ca

Applications can also be delivered in person to Town Hall located at #1 – 3rd Street NE, Redcliff, AB. Deadline for receiving applications is 4:30 pm January 4, 2019. We sincerely thank all candidates for their interest. Only those selected for an interview will be contacted.