



Professional Term Opportunity – ADMINISTRATIVE ASSISTANT

The Town of Gibbons is seeking a highly skilled, ambitious and dynamic professional to provide reception for the municipal office.

Gibbons is a community with a population of over 3,300 that is strategically located in the Capital Region. We offer an ideal location for an individual who has strong family and community values and has a keen interest in being part of a growing community. Our Community has a host of recreation facilities, a first class library, a new Cultural Center featuring an Apple Certified fitness center, as well as excellent schools.

Position Summary

Reporting to the Director of Corporate Services, the **Administrative Assistant** will provide a vital link between customers or clients, the municipality's staff and services.

Requirements:

- Superior communications skills (verbal and written).
- Sound knowledge and understanding of communication processes both internal and external to an organization.
- Extensive experience using computer/software systems, preferably on the Town's current system "Muniware" along with Microsoft Office Suite.
- Significant experience in a clerical or financial position.
- Analytical and creative thinking skills e.g. ability to solve problems, make decisions, negotiate and deal effectively with people.
- Minimum Education a Grade 12 Diploma.
- Must have a Valid Class 5 Driver's License.

The successful candidate will receive a highly competitive salary that will commensurate with experience coupled with an excellent benefit package.

This position is a term position starting around February 15th, 2023 and lasting 18 months for a maternity leave vacancy.

Full job description is available upon request.

Closing Date: This position will close at 4pm on Monday January 30th, 2023. Please reply with a compelling cover letter; comprehensive resume; salary expectation; and three (3) professional references. Confidential inquiries welcomed to Ms. Monique Jeffrey @ mjeffrey@gibbons.ca or at (780) 923-3331.