



The Village of Boyle requires a permanent, full-time, dedicated member to join our administration team.

This position provides a variety of confidential administrative, clerical & secretarial support.

Duties include, but are not limited to:

Answering phones; dealing with public enquiries & concerns as appropriate; cash receipting; filing; utility billing; accounts receivable; cross-training in permitting, council agendas & meetings, property tax preparation, accounts payable, pet & business licenses; and other administration duties as required.

### **Qualifications:**

- The role requires the incumbent to be a strong communicator that is eager to contribute to a wide variety of tasks & assignments in a fast paced, multi-tasked work environment.
- Will also have strong interpersonal skills, verbal & written communication skills, and have the ability to work with the public & staff at all levels.
- High school diploma is required with proficiency in using computer programs.
- Will have the ability to work on several concurrent tasks with deadline pressures, so efficient & effective use of time will be required with careful attention to detail.
- Knowledge of municipal operations & Vadim software is an asset but we are willing to train the right applicant regardless of qualifications.

The rate of pay for this position will commensurate with education and experience. Full-time permanent employees are entitled to a comprehensive benefits package that includes mandatory membership in a defined-benefit pension plan (LAPP). The chosen candidate will be required to serve a 3 month probation period.

For further information please contact the Assistant CAO - Tina George at (780) 689-3643. Forward your resume & references to [tina@boylealberta.com](mailto:tina@boylealberta.com), fax (780) 689-3998, drop off at the municipal office at 4800-3rd St S in Boyle or mail to:

Village of Boyle  
Box 9  
Boyle, Alberta  
T0A 0M0

This position will be open until filled. We thank all applicants for applying but only those selected for an interview will be contacted.