

EMPLOYMENT OPPORTUNITY

TOWN OF BASSANO – ADMINISTRATIVE ASSISTANT

Join our administrative team in a support role where you contribute to the growth and development of our community. In this high paced environment, we have an opening for a full-time administrative assistant. The role includes customer service, accounting, marketing and website, general IT, cemetery administration, grants, professional writing, and a variety of other tasks.

COMPETENCIES/SKILLS

- Undergraduate degree or diploma in business, marketing, political science, IT, or finance
- Service oriented
- Communication
- Detail oriented
- Responsive and focused
- Willingness to learn and develop new skills
- Experience with marketing and communication is an asset
- Experience with government and legislation is an asset
- Training is provided, transferable skills will be considered.

DETAILS

- Monday – Friday 8:00 a.m. – 4:30 p.m.
- \$18 - \$25/hr depending on experience
- 6-month probationary period. Upon successful completion of the probationary period, full benefits are provided.
- 10-days holidays plus off on all Statutory holidays.
- Routine and project-based environment.
- Active and engaging work environment.
- This is a team-environment, and everyone has a key role to play in the administrative function. We work closely together and at an independent level building confidence.

Send your resume with cover letter to Amanda Davis, CAO via email cao@bassano.ca or hand deliver it to the Town Office.

The position will remain open until a suitable candidate is found.

