

Employment Opportunity
Town of Springdale
Administrative Position
Permanent – Part – Time

The Town of Springdale is inviting applications for the position of permanent part-time administration staff. This is a front-line position requiring knowledge and experience in general office procedures related to accounting and computer applications. This position will also provide administrative assistance in the planning and coordinating of special events in conjunction with the Director of Recreation, Tourism and Heritage.

Duties:

Depending on the assigned duties, the position will report directly to either the Director of Recreation/Tourism/Heritage or the Town Clerk. The position will be responsible for:

- Providing administrative assistance in coordinating Town sponsored special events including, but not limited to, Canada Day Celebrations, Annual Craft and Trade Show, Parade of Lights, Summer Concerts and Winterdale Days.
- Providing direct assistance in the hiring, scheduling and maintaining of records of summer students.
- Assisting in the seasonal start-up and shut down of George Huxter Memorial Park.
- Holiday Relief for front-line administration staff.
- Computer technical support.
- Web-page updates and maintenance.
- Providing assistance in office duties in the absence of the administrative assistant.
- Other duties as assigned by the direct supervisor.

Qualifications:

The position requires proficiency in secretarial, clerical and administrative support work, records management and computer applications (Microsoft Office -Word, Excel, Power Point and webpage maintenance). Knowledge of Townsuite Municipal Software would be an asset. Such qualifications would normally be acquired through the successful completion of a post secondary program in office/business administration from a recognized educational institution.

The successful candidate will be required to work in a team-oriented environment while exercising professionalism and discretion. The candidate must possess effective organizational, analytical, problem solving, communication and interpersonal skills. Interested parties can forward a resume and cover letter complete with 3 references via mail or email no later than 4 pm on Friday, March 22, 2024. Only those selected for an interview will be contacted.

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