

TOWN OF LANGHAM

Temporary Administrative Assistant

The Town of Langham is inviting applications for a temporary (up to 6 months) Administrative Assistant located at the Langham Town Office to commence as soon as possible.

Scope: The Administrative Assistant is an **in-scope position**, responsible to the Town Administrator, under CUPE Local 5341.

Term: Temporary – up to 6 months

Qualifications:

Candidates will have a Grade 12 standing or equivalent and will have demonstrated strong interpersonal, communication, accounting and computer skills. Recent experience as an Administrative Assistant, especially in a municipal setting, will be considered a strong asset.

Position Summary:

Duties include providing clerical assistance to the Chief Administrative Officer (CAO) and other duties which include, but are not limited to:

- Handles all telephone, email and in person inquiries.
- Receipts all utility, tax, accounts receivable and general payments.
- Prepares bank deposits.
- Takes all requests for utility services.
- Sends out past due letters and notices for utility arrears.
- Monthly submission of Pre-Authorized Debits for utilities and submissions of TIPPS program for taxes.
- Maintains utility, tax and general ledger control logs.
- Maintains up-to-date business license list.
- Performs month end functions for utilities, tax and general accounts.
- Orders office supplies and inventory as required.
- Join CUPE Union Local 5341.
- Performs other related duties as required by the CAO.

Salary: Salary and benefits are as per the current CUPE Local 5341 Collective Agreement.

Only those to be interviewed will be contacted. Thank you to all that apply.

Applicants should email their resumes to admin@langham.ca before 5:00 pm on Friday, February 11, 2022.