



**JOB OPPORTUNITY**  
**FULL TIME ADMINISTRATIVE ASSISTANT**

The Rural Municipality of Rosedale is inviting applications for the position of Administrative Assistant. Under the supervision and direction of the CAO, the Administrative Assistant will provide support to Management in the daily operations of the Rural Municipality of Rosedale, in accordance with statutory requirements, policies and objectives of Council.

Duties include, but not limited to:

- Data Entry
- Assisting with the maintenance of tax and utility records
- Cash receipting
- Reception
- Cemetery record maintenance
- General clerical/office duties

Qualifications include:

- Grade XII Education
- Experience in an administrative or municipal environment
- Excellent communication skills (verbal, written and interpersonal)
- Experience in cash receipting and reconciling as well as a good understanding of paper and electronic filing systems.
- Strong organizational skills with the ability to adapt to changing and competing priorities
- Ability to prioritize workload and meet deadlines with accuracy and attention to detail
- Good working knowledge of Microsoft Office programs and experience with municipal software (Munisoft) would be an asset.
- Must have the ability to work with, and maintain confidential information and handle sensitive issues with tact and diplomacy.
- Successful completion of a post-secondary certificate/diploma in a related field such as business administration/accounting
- This is a permanent full-time position. Interested candidates should submit their cover letter and resume clearly indicating how they meet the above candidate requirements.

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We thank all candidates for their interest. Only those selected for interview will be contacted.