

District Clerk/Office Assistant

District of Wells



The District of Wells is seeking an individual who has exceptional computer, clerical and communication skills for the position of District Clerk/Office Assistant.

Key Responsibilities:

Working under the direction of the District of Wells Chief Administrative Officer this position is primarily responsible for:

- Customer Service-Front Counter- Receptionist
 - Mail- daily mail pick ups from the post office and journaling all mail received
 - Accounts Receivable
 - Invoicing
 - Facility Bookings (Hall and school rentals)
 - General Office Assistance
 - Attending Council meetings (generally 2 meetings per month every second Tuesday)
 - Taking Council meeting minutes
 - Preparing Council meeting Agendas
 - Building permit applications
 - Filing
 - Answering questions on zoning and bylaws (all in binders)
 - Collecting and ensuring accuracies in building permit applications
- As well as any other office assistant related task requested from the Chief Administrative Officer.

Requirements:

Grade 12 or equivalent

Certification of equivalent experience in Bookkeeping and/or administration an asset

MS Office proficient

Class 5 Drivers License (Drivers Abstract Required)

Criminal Record Check

Experience in taking meeting minutes and/or Municipal work is an asset

Willingness to train and take courses is an asset

Closing Date and Time: 4:00PM– Friday May 7, 2021

Send resume to: Attention Chief Administrative Officer at admin1@wells.ca