

VILLAGE OF WARBURG
PART-TIME EMPLOYMENT OPPORTUNITY
POSITION TITLE: ADMINISTRATIVE ASSISTANT

The Village of Warburg, with a population of approximately 766, is located on Highway 39 approximately 1 hour from Edmonton.

POSITION SUMMARY: - The Village is looking for a highly motivated and well-organized individual to fill this position in a team environment. The Administrative Assistant, will be a job shared position, reporting directly to the Chief Administrative Officer (CAO), and will assist in managing the daily affairs of the Village within the policies adopted by Council. This position will act on behalf of the CAO in her absence. The part time position is based on 16 hours per week. Reporting to the Municipal Administrator, the individual will work in all aspects of daily operation of the Village Office in Warburg.

DUTIES AND RESPONSIBILITIES:

- Excellent communication, organization and inter-personal skills;
- Financial experience;
- Knowledge of budget development and financial reporting;
- Ability to work in a team environment;
- Office Inventory Management;
- Grant application experience;
- Social Media experience; and
- The ability to work with the CAO and perform related duties as requested.
- Able to provide a Criminal Record Check

Application deadline is 4:00 p.m. March 22, 2024 or until such time that a suitable candidate is hired. Candidate resumes, including references are to be submitted to:

Christine Pankewitz, Municipal Administrator at: Village of Warburg, Box 29, Warburg AB T0C 2T0 or office@warburg.ca or faxed to: 780-848-2296 or delivered to 5212-50 Avenue, Warburg.

The Village of Warburg thanks all applicants for their interest but advises that only those selected for an interview will be contacted.