

Employment Opportunity Administrative Assistant/Reception Clerk

The Northern Village of Air Ronge is inviting applications for a permanent, full-time **Administrative Assistant/Reception Clerk**. Reporting to the Deputy CAO/Manager of Legislative Services, this position is responsible for providing administrative office support, as well as primary front line customer service for in person, telephone and electronic requests. This position also performs basic accounting functions related to general and utility functions, accounts receivable and payable, and is responsible for maintaining accurate records.

GENERAL REQUIREMENTS:

- Completion of grade 12 is required.
- A minimum of one year of experience in an office or customer service environment, and/or a certificate or diploma in an accounting and/or business administration-related field is preferred. An equivalent combination of experience and training would be considered.
- The incumbent shall have knowledge of basic office procedures and equipment and shall demonstrate a good understanding of word processing and spreadsheet skills.
- A working knowledge of municipal processes and Munisoft software applications would be considered an asset.
- Valid Class 5 driver's license and Criminal Record Check is required.
- Having a Standard C Certificate and/or willingness to obtain it is required.

This position involves frequent interaction with the public and handling sensitive or confidential information. Candidates must demonstrate a high level of integrity, professionalism, diplomacy, and courtesy. They must be perceived as consistent, neutral and objective in business activities. Key skills include analytical thinking, problem-solving, and excellent verbal and written communication abilities. Success in this role relies on strong organizational and time-management skills, attention to detail, and the capacity to work independently and collaboratively within a team. A complete job description is available at www.airronge.ca.

Interested applicants should submit one (1) pdf document containing their cover letter, resume, and 3 work related references to:

Tammy McCormick, CAO
Village of Air Ronge
Email: cao@airronge.ca

Application Deadline: March 16, 2026, or until position is filled

Compensation Range: \$28.90 and \$34.00 per hour, based on experience and qualifications, plus a competitive benefits package.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.