



Administrative Assistant – Reception

Position Summary

Under the guidance and direction of the Manager, Finance & Accounting (Deputy Treasurer), you will be one of the first points of contact for The Archipelago's ratepayers. The Administrative Assistant – Reception position is key to ensuring the municipality achieves its objectives of offering fast, efficient customer service which creates a "value added" experience for our residents.

What You'll Do

- Responsible for public facing operations at The Archipelago, including greeting the public and answering questions about municipal facilities and services ie. bill payment, tax balance (bill and/or receipt).
- Act as primary Receptionist for The Archipelago. Screen and direct incoming calls to appropriate employees.
- Perform day-to-day clerical and administrative tasks, including filing, data entry, document scanning, maintaining administration files and record systems, cash receipting, managing incoming and outgoing mail, and monitoring the general information email account.
- Prepare cash deposits for bank, input all incoming payments into the Archipelago's financial system.
- Organize and assist in food service pick up for council meetings and other meetings as required.
- Assist employees with courier and other administrative needs as required.
- Maintain office equipment and maintenance records, the supplies inventory and replace as needed, ensure adequate postage is available and oversee photocopiers as required.
- Other duties as assigned.

Education

- Minimum High School Diploma or 1 -2 year College diploma in Business Administration, an asset.

Skills and Abilities

- Excellent judgement, tact, time management, organizational, and customer service skills.
- Proficient with Microsoft Office 365 (including Word, Excel, Outlook)
- Familiarity with data input into a financial software or systems an asset.
- Ability to work under pressure and lift to 40 lbs.
- Good problem-solving skills and a commitment to confidentiality and professional ethics.
- Valid Driver's License a must.

Resumes directed to: the Human Resources Department, The Archipelago

Email: HR@thearchipelago.ca, resume and cover letter submitted in one pdf document