



Employment Opportunity

ADMINISTRATIVE ASSISTANT

Permanent Full-Time

Expires: July 30, 2026

The Town of Rosthern seeks a highly organized, customer-focused, and motivated individual to join our team as an **Administrative Assistant**. Reporting directly to the Chief Administrative Officer (CAO), the Administrative Assistant provides a broad range of administrative, legislative, records management, customer service, communications, and organizational support services to ensure the efficient operation of the municipal office such as:

- Serve as the first point of contact for public inquiries and municipal services.
- Process payments, permits, licences, utility applications, and related records.
- Assist with Council agenda preparation, minute-taking, and follow-up actions.
- Maintain municipal records, bylaws, and document management systems.
- Provide administrative support to the CAO, management team, and Fire Chief.
- Prepare municipal communications, newsletters, and public notices.
- Coordinate transit bookings and provide administrative support to Rosthern Fire and Rescue.
- Act as the primary contact with the Municipality's IT providers and coordinate technology-related issues.
- Provide backup support to the Finance Clerk as required.
- For a detailed job description visit: www.rosthern.com/p/employment

REQUIRED EXPERIENCE & QUALIFICATIONS

The successful candidate will demonstrate:

- ✓ Administrative Assistant or related post-secondary education and/or one (1) year of administrative experience.
- ✓ Exceptional customer service and interpersonal skills with strong verbal and written communication abilities.
- ✓ Excellent organizational, time management, and multitasking skills.
- ✓ Extremely high attention to detail and accuracy.
- ✓ Ability to prioritize competing demands in a fast-paced office environment.
- ✓ Highly proficient in Microsoft Office applications, including Word, Excel, and Outlook.
- ✓ Strong computer and technology skills, with the ability to coordinate IT-related issues.
- ✓ Experience with Munisoft software or municipal administration would be considered an asset.
- ✓ Experience in records management, local government, customer service, or office administration would be considered an asset.
- ✓ Ability to work independently and collaboratively within a team environment.
- ✓ A high degree of professionalism, confidentiality, integrity, and diplomacy when dealing with Council, staff, government agencies, and the public.
- ✓ A current Criminal record check.

The Town of Rosthern is an equal opportunity employer offering a competitive salary, comprehensive benefits package, and a positive work environment. The wage range for this position is \$20.91 to \$24.04 per hour.

Qualified applicants should submit their resume detailing qualifications, experience and education, along with 3 references to:

Cortney Larsen
Chief Administrative Officer
email: cao@rosthern.com
Phone: (306)232-4826

We thank all applicants, but only those chosen for an interview will be contacted.

POSITION TITLE: ADMINISTRATIVE ASSISTANT
REPORTS TO: Chief Administrative Officer (CAO)
REPORTS: None
Date APPROVED: December 2021
Date REVISED: July 2026

PRIMARY DUTIES:

1) Customer Service and Front Counter Operations:

- Acts as the first point of contact for the municipality by responding to public inquiries and complaints in person, by telephone, and electronically, directing matters to appropriate personnel as required.
- Receives and processes payments for taxes, utilities, accounts receivable, licences, permits, rentals, deposits, and other municipal services, issuing receipts as required.
- Processes business licences and animal licences, including new applications and renewals.
- Receives applications for water and sewer hook-ups and utility final bill requests.
- Processes, receives, and distributes municipal permit applications including building, demolition, moving, parking, driveway, sign, temporary street closure, fireworks, and other permits.
- Enters and synchronizes Water Fill Station requests and payments.
- Records and tracks all required municipal deposits in applicable tracking systems and spreadsheets.
- Receives, records, and enters public service requests and concerns into electronic tracking systems

2) Transit and Municipal Service Administration:

- Coordinates and schedules public transit bookings and charter requests.
- Maintains transit records and processes transit and transfer station cash-outs, balances, and receipts.
- Assists with data collection, data entry, and administrative tracking functions as required.

3) Records Management and Legislative Administration:

- Ensures the safekeeping and maintenance of municipal records, including the corporate seal, bylaws, minutes, agreements, and other official documents.
- Maintains an index register containing certified copies of all municipal bylaws.
- Ensures efficient and effective physical and electronic records management systems are maintained in accordance with records retention and disposal legislation and corporate policy.
- Updates and maintains municipal administrative records, including, but not limited to:
 - Contact lists;
 - Town-owned property information;
 - Administrative templates (excluding policy documents); and
 - Office Procedure Manual.