



Job offer: Administrative assistant – Assistant clerk-treasurer

The Municipality of the Township of Arundel is a small bilingual municipality located in the MRC des Laurentides, in the heart of nature, with a population of approximately 560 permanent inhabitants. The Municipality strives to provide quality services that meet the needs of the community and to ensure a pleasant and safe living environment.

Responsibility

Under the authority of the General Manager, the incumbent must ensure customer service, perform general office tasks and provide administrative support to daily operations. He/she will also assist and support the Clerk and fill in for the Clerk in the event of absence or inability to act.

Primary Duties:

Specifically, he will be responsible for, but not limited to:

Daily operations

- Provide customer service in person, via email and telephone and route calls.
- Open, sort, stamp and distribute correspondence and electronic mail;
- Receive payments and cash receipts, and prepare deposits according to established procedures.
- Ensure the reception of timesheets for all employees and assist management in the preparation of payrolls.
- Manage the inventory of office equipment and make orders and purchases of office equipment and supplies.
- Post public notices and publish other documents in designated areas, including social media and the municipal website, and ensure that they are kept up to date.
- Collaborate in the preparation of mailings and various letters.
- Establish or update various databases.

Clerk

- Assist in the preparation and follow-up of council meetings.
- Maintain the register of by-laws, resolutions and policies.
- Correct, translate and format various internal and external documents
- Attend public meetings or other meetings in the absence of the Clerk or at his request.
- Open files, organize and manage the filing and management of archives;
- Act as election clerk and member of the electoral and referendum staff.

As well as other related duties as requested by management.

This description is not exhaustive. It reflects general elements of the work performed and should not be considered a detailed description of all duties.

Requirements

- A college (CEGEP) diploma in administration or secretarial studies or any other relevant training or experience.
- A minimum of 2 years of experience in a similar position, and in the municipal world would be an asset.
- Have a good command of written and spoken French and English.
- Advanced knowledge of the Office suite and Outlook.
- Ability to adapt to software and platforms for website management and social networks.
- Mastery of Word, Excel, Zoom and Teams software and PG Solution (an asset).

Desired qualities

- Ability to manage multiple files simultaneously, ability to manage time and priorities within deadlines.
- Have a sense of integrity and the ability to communicate well with all stakeholders.
- Attention to detail, meticulousness and thoroughness.
- Demonstrate autonomy, professionalism and discretion.
- Good mood and positive attitude.

Working conditions

- Regular full-time position (35 hours/week - 5 days a week).
- Competitive salary and benefits, according to the collective agreement.

Start date: As soon as possible

All persons interested in this position and meeting the requirements and qualifications must send their resume **as soon as possible** and no later than **July 8, 2022** to the attention of Ms. Johanne Laperrière, Director General and Clerk-Treasurer, mentioning the position title, by email at info@arundel.ca

Comments

The municipality will create a bank of candidates and will communicate only with those whose applications are accepted. Note: The masculine gender is used for the sole purpose of lightening the text.