



TOWN OF PONOKA

Casual Secretary 1

The Town of Ponoka is currently seeking applications for a casual Secretary I. Reporting to the Executive Assistant, this casual position will provide coverage for clerical support in the Town of Ponoka.

Duties include:

- First point of contact for all visitors and phone calls to Town Hall
- Mail and Courier
- Maintenance and ordering of town stationary supplies
- In person, phone and email customer service
- Records management functions
- Provide general administrative support
- Preparation of professional documents

The successful applicant will possess the following skills and abilities:

- excellent written and verbal communication skills
- ability to follow written and/or oral instructions
- effectively organize work and establish priorities
- work effectively with other staff and/or independently as the situation dictates
- proficient in the use of Microsoft Office Suite of programs and ability to learn and work within the Town's software program.

Salary: As per AUPE agreement, Class 13 \$23.79 to \$27.56 per hour,

Applicants are asked to submit their resumes to hr@ponoka.ca. Competition will remain open until suitable candidate is found.

The Town of Ponoka thanks all applicants for their interest; however only those selected for an interview will be contacted.