



Pincher Creek Emergency Services Commission Employment Opportunity

ADMINISTRATIVE ASSISTANT Full-Time Position

Pincher Creek Emergency Services Commission is accepting applications for a full-time administrative assistant. This position will provide support to the fire department and ambulance services.

Qualifications and Responsibilities:

- Financial and business administrative or related post-secondary education is an asset.
- Minimum two years related experience in an office environment.
- Excellent customer service, interpersonal skills, and communication skills; both verbal and written.
- Responsible for taking minutes, preparing meeting packages, assisting with policy and by-laws and other requirements under the Municipal Government Act in the Province of Alberta.
- Assist in accounting services, including accounts payable, accounts receivable, collections, financial reporting, operational budget, human resources, payroll, and benefits.
- Responsible for financial and general administrative services including cashier and reception services.
- Strong organizational, planning and time management skills to meet established deadlines.
- Strong work ethic, accountability and attention to detail. Must be able to maintain confidentiality.
- Proficiency in Microsoft Office, Quickbooks and Adobe Acrobat and use of general office equipment
- Ability to provide Police Criminal Record Check.

Please resume and cover letter via mail or email to:

Pincher Creek Emergency Services

Box 1086, Pincher Creek, AB T0K1W0

Email: tammy.jack@pincherfire.com

Phone: 403-627-5333 Fax: 403-627-3502

CLOSING DATE: October 20, 2023, by 4:30 pm

Salary: will be commensurated with qualifications and experience

