



TOWN OF ONOWAY EMPLOYMENT OPPORTUNITY

The Town of Onoway is looking for a part-time person to fill a vital role in our administration office (proposing 3 days or 21 hours per week – with the possibility of it becoming full time).

Administrative Assistant

The duties of this position will include, but not necessarily be limited to:

- FOIP Coordinator
- OHS/Safety Coordinator
- Emergency Management
- Policies (drafting and amending)
- General administrative tasks as assigned (backup on muniware, cash receipting, phones, front counter services)

Other potential tasks:

- Monthly Newsletters/Website
- Assist the CAO with various administrative tasks and assignments (such as support to East End Bus, Onoway Public Library, Onoway Regional Fire Services)
- Other duties as required.

We are looking for a self-motivated “Team Player” who desires the challenges and rewards of municipal administration. Extensive computer experience, including literacy with a focus on Microsoft office would be an asset, as would strong vocabulary and grammar editing skills. Municipal experience would be an asset, and the successful candidate must have a positive attitude and willingness to learn new roles.

The Town has a competitive salary range and strong benefit package.

Interested applicants should submit their resume in writing by 12:00 p.m. noon, Friday, April 22nd, 2022.

Wendy Wildman, Chief Administrative Officer
Town of Onoway
4812 – 51 Street, Box 540
Onoway, AB T0E 1V0
cao@onoway.ca

The Town of Onoway wishes to extend their thanks to everyone in advance for their applications. Please note that only those chosen for an interview will be contacted.