



FULL-TIME POSTING

Position Name: **Administrative Coordinator**

POST DATE: March 20, 2018

Department/Division: Administration/Management

CLOSE DATE: April 9, 2018

Supervisor Title: Chief Administrative Officer

START DATE: Immediate

Purpose of the Position

The Administrative Assistant is a key member of the management team who provides administrative and clerical support at the Municipal Office to the Chief Administrative Officer and Council.

Responsibilities

1. Performs a variety of clerical and confidential duties.
2. Prepares documents, reports, and funding applications.
3. Researches and assists with the preparation of motions, bylaws, policies and procedures.
4. Prepares agendas and packages for Council meetings.
5. Attends Council and other meetings and records minutes.
6. Maintains and organizes town records, plans and resource materials.
7. Liaises with Yukon Department of Community Services and other agencies.
8. Assists with inter-departmental asset management, safety and strategic planning.
9. Plans or assists with organizing Council and community events.
10. Updates the town's website and social media sites (Facebook page, etc.)
11. Prepares monthly newsletter and other communications.
12. Attends meetings or events outside of normal office hours when necessary.
13. Receives payments and issues receipts for a variety of services.

Desired Knowledge, Skills and Abilities

- Computer skills with knowledge of Microsoft Office
- Graphic design skills and use of Adobe software would be an asset
- Excellent writing and communication skills
- Highly organized, resourceful and flexible
- Class 5 Driver's License
- Post-secondary education

Remuneration: A competitive salary between \$49,000 to \$58,000 per annum, plus matching group retirement savings plan and an excellent benefits package. Professional development opportunities are also provided.

A clear RCMP background check will be required if offered employment.

Submit your resume and cover letter to the attention of Ian Dunlop, CAO by

Monday, April 9, 2018, delivered to

Town of Faro Municipal Office, by Fax to 867-994-3154 or

E-MAIL to cao-faro@faroyukon.ca