

Administrative Office Coordinator Job Posting

Logan Lake residents enjoy one of the finest lifestyles in Canada. Rich community culture, vibrant businesses and a well-managed Municipality provide opportunities for families and individuals to thrive. The District of Logan Lake is looking to fill a position for the Administrative Office Coordinator (CUPE Local 900).

Reporting to the Corporate Officer, the Administrative Office Coordinator will provide an extensive range of administrative services including receptionist, cashiering, and clerical duties. The ideal candidate is highly organized, adept at managing sensitive information with discretion, and comfortable juggling multiple priorities and deadlines. Strong communication and interpersonal skills are essential, along with a commitment to collaboration, transparency, and service excellence.

Job Qualifications:

- Applicants must have a high school graduation, supplemented by courses in office administration and three (3) years' experience, preferably within a local government.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) at an intermediate to advanced level.
- Strong communications and interpersonal skills, with the ability to interact professionally with the public and colleagues.
- Demonstrated commitment to exceptional customer service.
- High attention to detail and the ability to prioritize and complete multiple tasks in a dynamic environment.
- Ability to handle sensitive and confidential information with discretion.
- Capacity to work independently and exercise sound judgment.
- Proactive approach to problem solving and a strong work ethic.
- Training and/or experience with Adobe Pro, Laserfiche, AMAIS, iCompass (File-Pro) and website (Wordpress) is considered an asset.
- Knowledge of public administration and of the *Local Government Act*, *Freedom of Information and Protection of Privacy Act* and *Community Charter* is considered an asset.

The wage rate for this position is \$39.89 per hour (2025 rate). To view the full job description for this position, please visit our website at www.loganlake.ca.

Applications will be received by the undersigned until 4:00 p.m. on August 8, 2025.

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While we thank all applicants in advance for their interest, only those considered for an interview will be contacted.

The District of Logan Lake is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.

Posting Date: July 16, 2025

Closing Date: August 8, 2025