

**Administrative Office Coordinator
(CUPE Local 900)
Job Description**

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 Duties Include:

- Answer phones, respond to front counter inquiries, receive and direct complaints, provide information, and/or redirect inquiries as appropriate.
- Accept counter payments for taxes, licenses, utilities, development applications, permits, cemetery, refuse bins, and other District service fees.
- Prepare, print, and mail business and dog licenses, land development notices, public hearing notices, etc.
- Key, format, and/or process letters, technical and routine correspondence, legal documents, agendas, reports, minutes of Council and Committee meetings.
- Preparing for and supporting Council meetings, including room setup and catering coordination.
- Prepare and process advertising as required.
- Book and process appointments, flights, accommodations, and registrations.
- Coordinate cemetery inquiries, plot purchases, and notifications to public works staff and external parties as appropriate.
- Records management of LGMA files; Council and Committee minutes; bylaws; property and cemetery files.
- Conduct basic research to assist with the preparation of District documents and communications.
- Assist with the fulfillment of Freedom of Information requests and Freedom of Information and Protection of Privacy Act compliance requirements.
- Format and process bylaws and policies.
- Drafting, publishing and tracking statutory notices.
- In-house distribution of minutes, bylaws, policies, etc.
- Maintain and update the District website, iCompass (File-Pro) site which includes the digital storage of minutes, bylaws and policies.
- Assist in the maintenance of other social media channels. (Facebook, Instagram, etc.)
- Order office supplies and in-house forms/booklets as needed.
- Maintain and update District calendars and templates.
- Assist with property filing inquiries on commercial, industrial and residential land, and provide information to the public pertaining to land sales.
- Assist with the organization of various District events.
- Open, sort, track, and distribute daily correspondence.
- On occasion, take and relay messages by two-way radio.
- Operate standard office equipment including but not limited to a photocopier, calculator, postage machine, fax machine and word processor.
- Supporting general elections and alternate approval processes.
- Perform other administrative and clerical duties as may be assigned.

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.