



The Town of Two Hills is inviting applications for a full time **Executive Secretary**. The main emphasis of this position is providing confidential, administrative and secretarial support to the Chief Administrative Officer (CAO). Duties significant to this position include reception, clerical assistance, and recording for all Council meetings, research, and composing/drafting documents.

Specific Duties:

1. Provide reception and customer service to individuals attending the office with questions or concerns by providing basic information or referring the person(s) to the appropriate department.
2. Primarily responsible for answering telephone calls, and dealing with caller(s) or referring to the appropriate person.
3. Collects payments of utility accounts, taxes, licenses, and other revenue. Responsible for daily A/R balancing and bank deposit of same.
4. Operates computer in preparation of reports, minutes, bylaws, letters, newsletters, ads, and various other correspondence.
5. Under the direction of the CAO, organize, prepare and distribute information for all Council meetings, and records minutes for the CAO's review of the proceedings.
6. Maintaining record management system, involving filing materials of varying nature, updating files and motions and bylaw directory to ensure records are kept current. Also responsible for maintaining documents retention and destruction program.
7. When requested, compose correspondence, provide research assistance, compile data, prepare reports and assist with grant applications.
8. Prepares and delivers outgoing mail for postal service. Opens incoming mail and distributes as directed.
9. Compile the Centennial Hall events calendar and maintains responsibility for booking dates and invoicing for same. Assists with the ordering/replacing of furniture/equipment etc. for the hall.
10. Maintain petty cash funds, records all expenditures and prepare reports as required to replenish the fund, as per policy.
11. Provide clerical support and assistance to all departments of the Town, as may be required.
12. Perform other related duties as assigned by the CAO or as mutually agreed upon with the Chief Financial Officer.
13. Assort and sort Town keys for various Departments and delegate to have them tested to find out which keys are no longer required and set up a key box, complete with list.



Education and experience preferred:

1. Grade 12 diploma.
2. A minimum of two years experience in a complex clerical environment.
3. Excellent computer skills and proficiency in Microsoft Office applications.
4. Excellent verbal and written communication skills and organizational skills.
5. Ability to provide high-quality customer service.
6. Ability to multi-task, prioritize and work well in a busy environment.

The Town of Two Hills offers reasonable compensation, benefits that include health/dental coverage, and a pension plan with Local Authorities Pension Plan.

Interested applicants please send resumes via email to:

Elsie Howanyk
Chief Administrative Officer
Town of Two Hills
Email: cao@townoftwohills.com

The Town of Two Hills would like to thank all those that apply, however, only the successful candidates will be contacted. Please no phone calls. Position will remain open until a suitable candidate is found.