EMPLOYMENT OPPORTUNITY
MUNICIPAL DISTRICT OF PROVOST NO. 52

Executive Assistant to the CAO

The M.D. of Provost No. 52 is seeking a qualified individual for the position of:
Executive Assistant to the CAO

Reporting directly to the CAO, this position will be responsible for performing and assisting with the coordination of major administrative duties with municipal departments and Council.

The successful applicant will also be responsible for:

- Assisting with records management and digitization
- Managing data inputs to the M.D.'s GIS system
- Overseeing facility bookings
- Assisting with inventory management
- Overseeing office supply orders
- General financial and clerical data entry and collation
- Customer service

Senior public sector administrative experience is considered an asset.

Compensation is dependent on experience, and the position will remain open until a suitable applicant is found.

Resumes are to be submitted to:

Tyler Lawrason
CAO
M.D. of Provost No. 52
Box 300
4504-53rd Avenue
Provost, AB
T0B 3S0
(780) 753-2434

Inquiries may be made to the CAO at tlawrason@mdprovost.ca or (780) 753-2434

Only those candidates selected for an interview will be contacted.