



Now Hiring **Administrative Assistant - Finance**

Do you want to be a part of team that has a far reaching impact on not only every business unit and decision within our organization, but also for the citizens we serve in Medicine Hat. The Finance department has talented employees working in various sub-departments, offering services to internal and external customers. We are looking for a detail oriented, self-motivated individual to provide high level support, coordination, customer service and be the point of contact for the Finance Department. This non-union administrative position will help the General Manager and department achieve their goals and objectives by ensuring administrative processes are conducted in an efficient and effective manner.

As our ideal candidate, you have excellent communication and interpersonal skills; you take pride in your ability to produce accurate and timely reports and documents and you possess advanced knowledge of Microsoft Office applications. You have demonstrated **strong planning** and **organizational skills** with the ability to **anticipate** and exercise considerable independence and judgement. If you enjoy supporting others to help them achieve their work goals, are **versatile** and **responsive** to customer and organizational needs, and are a positive team member who celebrates both individual and team accomplishments, then this may be the job for you.

Short listed applicants will be required to undergo relevant computer testing for this position

Required Qualifications:

- ✓ Two (2) year diploma in Office Technology, Business Administration or equivalent from a recognized post-secondary institution.
- ✓ Five (5) years of senior level administrative work experience including extensive involvement in providing customer service, utilizing standard office technology.
- ✓ An equivalent combination of management approved training and education may be considered.

Our organization offers a highly attractive total compensation package, including competitive salary, excellent benefits, learning and development opportunities as well as a great work environment which provides excellent opportunities for professional growth.

The City of Medicine Hat strives to achieve its vision to be a "Community of Choice"; a place where people choose to live, work and play. The Medicine Hat advantage:

- ✓ Extensive Recreational Facilities
- ✓ Flourishing Cultural Community
- ✓ Low Utility Rates and Taxes
- ✓ Family Oriented Community

Qualified candidates are invited to submit a resume to **Competition #17107A** Human Resources Department, City of Medicine Hat, Suite 101, 505 First Street SE, Medicine Hat T1A 0A9; fax (403) 525-8870; e-mail hr@medicinehat.ca.

This posting will remain open until **Friday, June 9, 2017 at 4:30 p.m.**

We thank all applicants; however only those selected for an interview will be contacted.