



People who visit and live in Okotoks often comment on how beautiful the scenery is – the mountain views are majestic and the Sheep River valley is at the heart of where we play. They love that Okotoks is just 15 minutes south of Calgary and a short drive to Kananaskis Country. Okotoks has gained a reputation as an award-winning community, recognized nationally for our commitment to sustainability and to organizational excellence. With our new annexation plans, the community will grow substantially over the next 60 years. These are exciting times for Okotoks as we envision and plan for our future, while we remain committed to maintaining the enviable lifestyle our residents enjoy.

Administrative Assistant
Community Wellness

Our Community Wellness business centre has an exciting opportunity for an Assistant to join their team. The incumbent will be responsible for providing efficient day-to-day administrative support to the team, supporting the work of the business centre. This may include preparing reports, preparing and distributing agendas and minutes, updating the website, research assistance and projects as assigned. Incumbent will also update and maintain a Microsoft Access database and ensure records are stored in accordance with the records management system.

We require a high school diploma plus a minimum of 1 year previous administrative experience, preferably in a non-profit and/or municipal environment. The incumbent will need to have a strong ability to efficiently prioritize tasks and plan ahead to meet competing demands. The incumbent will need the ability to successfully establish and maintain positive working relationships as well as demonstrate a high degree of professionalism, diplomacy, judgment and discretion. Proficiency with Microsoft Office, particularly Excel is necessary as well as the ability to learn new software. Experience with databases/data entry, bookkeeping functions and previous experience with customer service is desirable.

Interested applicants are invited to apply online at www.okotoks.ca/careers by August 27, 2017.