



## **FIRE SERVICES ASSISTANT**

The Town has a diverse opportunity for a dedicated team player. Under the supervision of the Fire Services Manager, the incumbent will provide administrative support to Fire Services. You provide administrative support that includes invoicing, preparation of correspondence and reports, compiling and tracking statistical data specific to Fire Services, and updating the Disaster Services Manual. You also provide assistance to the entire team as needed.

You have a high school diploma plus a minimum of 3 years administrative experience in an office setting. The ability to communicate tactfully, clearly, discreetly and effectively in person and on the phone, exceptional organization skills and a high degree of accuracy are necessary. Due to the nature of Fire Services functions, a demonstrated high level of confidentiality is required. Experience with Microsoft Office is needed.

Our total compensation package includes a competitive salary, a comprehensive benefit package and participation in LAPP pension. Interested applicants are invited to forward a detailed resume by November 15, 2015 to [jobs@okotoks.ca](mailto:jobs@okotoks.ca). For more detailed information on this and other employment opportunities, visit our website at [www.okotoks.ca](http://www.okotoks.ca).

Our vibrant and growing Town has many things to offer; shorter commutes, unique shopping and dining opportunities, a flourishing cultural community, abundant outdoor trails and parks, extensive recreational facilities, and inviting family oriented neighbourhoods. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever growing environment with an awesome group of people. Centrally located within close proximity to High River, Black Diamond, Turner Valley and south Calgary, your choices are limitless! Come and experience our way of life!