



EMPLOYMENT OPPORTUNITY TEMPORARY ADMINISTRATIVE ASSISTANT

The Village of Munson is seeking a motivated and detail-oriented individual to join our team as an Administrative Assistant on a temporary part-time basis. This position does not have a set end date and offers a unique opportunity to support municipal operations in a dynamic, community-focused environment. The successful applicant must have strong organizational skills with the ability to multi-task and prioritize effectively as well as have excellent written and verbal communication. Experience in a municipal or government setting is considered an asset. The job duties will include but are not limited to the following:

- ✓ Provide general administrative support to the Village Office, including reception duties, responding to inquiries and processing correspondence.
- ✓ Assist with records management, filing systems and document preparation.
- ✓ Prepare reports, letters, and other documentation as required.
- ✓ Assist with scheduling, organizing meetings, and supporting council/committee functions.
- ✓ Perform other related duties as assigned to support efficient office operations

Expected wage for this position ranges from \$20.00 to \$25.00 per hour. This opportunity is a part-time position and can work up to 5 days a week at the discretion of the CAO. The end date for this position is indefinite. The successful candidate will be required to provide a criminal record check and must be bondable. If this opportunity is of interest to you, please forward your cover letter and resume to the address below no later Wednesday October 1, 2025.

Starland County
PO Box 249
Morris, AB, T0J 2B0
Attention: Human Resources Coordinator
Email: hr-office@starlandcounty.com
Fax: 403-772-3807

We thank all applicants for their interest, however, only those selected for an interview will be contacted.