

THE CITY OF DAWSON

Box 308 Dawson City, YT, Y0B 1G0
PH: 867-993-7400, FAX: 867-993-7434
www.cityofdawson.ca



EMPLOYMENT OPPORTUNITY Public Works – Administrative Officer Regular Full-time

Reporting to the Public Works Superintendent, the Administrative Officer is responsible for coordinating office functions within the Public Works department, providing clerical and administrative support services to the Superintendent, Project Manager and Public Works team.

Qualifications: Please submit your resume clearly demonstrating how you meet the following qualifications:

Knowledge and Skills:

- Post-secondary education in Office or Business Administration or a related field
- At least 5 years experience working at a senior administrative level
- Knowledge of office administration practices and principles used in an infrastructural maintenance setting
- Computer skills in word-processing, spreadsheets, data entry, and database management and proficiency in Microsoft Office Suite;
- Understanding of budget process and accounting proficiency
- Excellent communication skills, both oral and written
- Excellent organizational and time management skills
- Ability to deal tactfully and respectfully with all staff and the public
- Ability to work with minimal supervision
- Ability to work effectively as part of a team
- Ability to work flexible hours
- Ability to maintain confidentiality
- Class 5 Driver's Licence;
- Standard First Aid Certificate

A job description is available upon request.

Salary and Benefits: This is a Union position. Salary and benefits shall be in accordance with the Collective Agreement, and offers a salary range of \$56,380 - \$67,655 plus benefits.

Closing Date: This position remains open until filled.

Applications may be submitted by email marked "Personal and Confidential" to: hro@cityofdawson.ca, or by mail to:

Attn: Amanda King

City of Dawson

1336 Front Street

Box 308, Dawson City, YT Y0B 1G0

**In accordance with the Collective Agreement, internal candidates will be given first consideration.
We thank all applicants, but only those selected for further consideration will be contacted.**