

DAWSON CITY, YUKON

PARKS & RECREATION ADMINISTRATIVE ASSISTANT

Permanent Position



The City of Dawson is seeking applications for a Parks & Recreation Administrative Assistant. Reporting to the Parks & Recreation Manager, the Parks & Recreation Administrative Assistant is responsible for providing reception, clerical, financial and administrative support services to the recreation office, including general administrative assistance to the Parks & Facility Supervisor, Recreation Coordinators and Parks & Recreation team. This is a permanent, full-time position.

If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

Certifications:

- Grade 12 graduation
- Post-secondary education in Office Administration or related field
- 2 years' experience in an office environment, preferably in a municipal or public sector environment
- Cash handling skills
- Familiarity with City bylaws and policies an asset
- Computer proficiency, including word-processing and spreadsheets
- Effective written and verbal communication skills, presentation and listening communication skills
- Decision making, problem solving, organizational and time management skills
- Ability to follow direction and established municipal procedures and policies
- Ability to work independently and to act and respond with minimal direction
- Discretion, tact, compassion, good judgement and cultural sensitivity
- Ability to establish and maintain professional working relationships with staff, and the public
- Ability to maintain confidentiality
- Class 5 Drivers Licence required
- Standard First Aid an asset

Conditions of employment:

- Clear RCMP Criminal Reference and Vulnerable Sector Check

A job description is available upon request.

Closing Date:

This posting will remain open until the position is filled, however applications received before **2:00 pm on Thursday, December 12th, 2024** will be given first consideration. Applications to this position may be submitted by mail or email to the following:

Shelly Musyj, Human Resources

PO Box 308
Dawson City, Yukon Y0B 1G0
hro@cityofdawson.ca

Salary & Benefits:

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 2 with a salary range of **\$55,980 – \$67,174** plus benefits.

**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.**

To learn more about our community and what we have to offer please visit our website at www.cityofdawson.ca