



## Professional Term Opportunity – ADMINISTRATIVE ASSISTANT

The Town of Gibbons is seeking a highly skilled, ambitious, and dynamic professional to provide reception services for the municipal office.

Gibbons is a community with a population of over 3,300 that is strategically located in the Capital Region. We offer an ideal location for an individual who has strong family and community values and has a keen interest in being part of a growing community. Our community has a host of recreation facilities, a first-class library, a new Cultural Center featuring an Apple Certified fitness center, as well as excellent schools.

### Position Summary

Reporting to the Finance/Office Manager, the **Administrative Assistant** will provide a vital link between customers or clients, the municipality's staff, and services.

### Requirements:

- Superior communications skills (verbal and written).
- Sound knowledge and understanding of communication processes both internal and external to an organization.
- Experience using computer/software systems, preferably on the Town's current system "Catalis" along with Microsoft Office Suite.
- Considerable experience in a clerical or financial position.
- Analytical and creative thinking skills e.g., ability to solve problems, make decisions, negotiate and deal effectively with people.
- Minimum Education is a Grade 12 Diploma.
- Must have a Valid Class 5 Driver's License.

The successful candidate will receive a highly competitive salary that will be based on experience and qualifications.

This position is a Temporary Full-time position for a 20-week term with the possibility of it being rolled into a Full-Time Permanent position.

A full job description is available upon request.

**Closing Date: This position will close at 4pm on Friday May 30<sup>th</sup>, 2025.** Please reply with a compelling cover letter; comprehensive resume; salary expectation; and three (3) professional references. Confidential inquiries welcomed to Ms. Monique Jeffrey @ [mjeffrey@gibbons.ca](mailto:mjeffrey@gibbons.ca) or at (780) 923-3331.