



Box 30, 400 - 10th Street
Beaverlodge, AB T0H 0C0

POSITION TITLE: Casual Administrative Assistant

Position Summary: Performs clerical and administrative duties for the Town - including but not limited to; records management, inventory of contracts and agreements, bylaw & policy research and indexing. as well as other duties as assigned.

1. Maintains a records management process that includes all municipal records, correspondence, policies, procedures and bylaws.
2. Maintains a database containing various contracts and agreements.
3. Index town policies – keeping track of existing policies, outdated policies and new policies that need to be completed.
4. General administrative data entry duties.
5. Support for meeting and events – planning, setting up and taking down.
6. Perform other related duties as assigned.

Education, Skills and Experience Requirements:

1. Minimum Grade 12 or GED is required.
2. Previous office experience in records management, contracts and agreements is preferred.
3. Excellent computer skills with experience in Microsoft 365 and Outlook.
4. Ability to effectively manage multiple tasks under tight timelines; use own initiative to plan, organize and establish priorities; demonstrate excellent oral and written communication skills, and work well independently or as a team member.

Salary: \$23.87 per hour.

Closing date: October 18, 2026. This is a casual position beginning as soon as possible.

To apply please email your resume and cover letter in confidence to hr@beaverlodge.ca, in person at 401 10th Street Beaverlodge, or mail to:

HR
Box 30
Beaverlodge, AB
T0H 0C0

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