



Immediate Employment Opportunity

Administrative Assistant

The Municipal District of Peace No.135 is inviting applications for the position of Administrative Assistant.

The Municipal District of Peace No.135 is a geographically small rural municipality with an excellent opportunity for future development and growth. The M.D. is located along the north bank of the Peace River and features active agricultural, tourism and oil and gas related industries. The M.D. comprises approximately 92,500 hectares and has a current population of 1446, including the Hamlet of Brownvale.

As the Administrative Assistant, the successful candidate will be responsible for providing administrative support to the Chief Administrative Officer, Director of Legislative Services, Director of Finance, Manager of Ag Services and to serve as back up for the Municipal Clerk position. These responsibilities will include customer service, telephone reception as required, back up for Council meeting Minute taking, maintenance of filing systems, maintain computer programs relating to M.D. operations, assist Manager of Ag Services with meeting agendas and minutes, maintain the advertising, website and Facebook sites. For a more detailed listing, please contact the MD of Peace office at 780-338-3845.

The Municipal District offers a competitive salary and benefits package which is negotiable based upon education and experience.

Should you have the appropriate combination of education and experience which are supplemented with strong communication skills and the ability to build strong relationships with Council, staff and the public, you are invited to submit your confidential resume to the undersigned. In your cover letter, you are requested to indicate your salary expectations and proposed starting date.

The deadline for resumes is August 31, 2020. The M.D. thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted.

Barbara Johnson, CAO

Municipal District of Peace No.135

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