

# ADMINISTRATIVE MANAGER

## JOB OPPORTUNITY

The Town of Pincher Creek has a fulltime position available for an Administrative Manager. The Administrative Manager is responsible for the payroll, benefits, human resources and administrative duties of the Town of Pincher Creek.

### **Responsibilities include, but are not limited to:**

- Payroll and benefits administration
- Supervise personnel in the administration department
- Maintain employee personnel files
- Provide support to the Chief Administrative Officer and Council, agenda preparation, minute taking and correspondence
- Attend and conduct meetings as required
- Develop and maintain current long range plans for the Departments
- Manage and maintain the record and file retention system and FOIP Coordinator
- Provide assistance to Directors and staff as required
- Ensure a safe work environment
- Assist with emergent or unforeseen issues as required

### **Qualifications:**

- Payroll experience and education
- Human Resources experience and education
- Will be a team leader with the ability to support, coach and develop staff and engage and motivate colleagues for optimum productivity and continuous improvement
- Must be highly effective communicator with the ability to listen and effectively present information to various groups
- Will possess superior supervisory, verbal and written communication skills
- Possess a high degree of personal initiative with excellent planning and organizational skills, delivered with integrity and professionalism
- Must possess extensive experience with various computer systems and software, especially in financial and/or municipal software areas
- Preferably have a Degree or Diploma in a relevant or related discipline, and/or a recognized municipal designation, with five to seven years of senior management experience
- Provide excellent customer service

Salary is dependent upon education and experience. Transition plan in place. Interested applicants are invited to forward a summary of qualification, experience and references to the Town of Pincher Creek, Box 159, Pincher Creek, AB T0K 1W0 or email [finance@pinchercreek.ca](mailto:finance@pinchercreek.ca)  
This ad will stay open until a suitable candidate has been chosen.

**We wish to thank everyone who submits an application; however, only those chosen for interviews will be contacted.**