



Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0
403 627 3156
www.PincherCreek.ca



EXECUTIVE ASSISTANT/PAYROLL AND HUMAN RESOURCES JOB OPPORTUNITY

The Town of Pincher Creek has a fulltime position available for an Executive Assistant/Payroll and Human Resources. The Executive Assistant/Payroll and Human Resources is responsible for the payroll, benefits, human resources and administrative duties including Council preparation of the Town of Pincher Creek.

Responsibilities include, but are not limited to:

- Executive Assistant to CAO
- Payroll and benefits administration
- 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:

- Ability to maintain Confidentiality
- Experience as an Executive Assistant
- Payroll experience and education
- Human Resources experience and education
- Must be highly effective communicator with the ability to listen and effectively present information to various groups
- Will possess superior 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





Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0

403 627 3156

www.PincherCreek.ca



- Preferably have a Degree or Diploma in a relevant or related discipline, and/or a recognized municipal designation, with five to seven years of payroll, human resources and administrative 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. 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.

