

Employment Opportunity

Administrative Assistant



Questions may be directed to:

Dan Heney
Regional Fire Chief
780-826-4755

APPLICATIONS CLOSE
April 17, 2024 at 12:00 pm

HOW TO APPLY
Email is the preferred submission method; attach PDFs and send to:
info@brfa.ca

Submissions may also be sent to:

Administrative Assistant
Competition
Bonnyville Regional Fire
Authority
PO Box 6827
Bonnyville AB, T9N 2H3
Fax: 780-826-1857

Bonnyville Regional Fire Authority thanks all applicants for their interest but advises that only those selected for an interview will be contacted.

PLEASE NOTE: All applicants must be legally entitled to live and work in Canada.

Reporting to the BRFA Office Manager, this position is responsible to assist in the effective and efficient operation of the Bonnyville Regional Fire Authority (BRFA) and all its divisions by performing administrative duties, such as word processing, maintaining filing and record systems as well as responding to customer inquiries and maintaining good customer relations. This position is also responsible for data entry and processing accounts.

Responsibilities include:

- Customer service duties include answering and managing inbound telephone inquiries and complaints and taking payments.
- Organize, archive and maintain file systems as approved by the BRFA retention policy.
- Maintain manuals and internal databases.
- Assist with A/R and A/P roles and responsibilities.
- Collect and process confidential financial, medical and personal information for the purpose of daily business activities.
- Data entry, statistical reporting and collection practices
- Assist with maintaining and providing adequate supplies.
- Assists with corporate events, meetings and duties
- The duties and responsibilities outlined above are representative but not all-inclusive.

Education and Experience:

- Minimum 3 years office experience.
- Preference to those with post-secondary education in business administration, public administration, commerce, or other related programs.
- Knowledge of WCB, payroll, benefits and disability management processes are an asset.
- Able to maintain filing systems, databases, and minutes management.
- Meticulous records maintenance skills.
- Enhanced security clearance and current driver's abstract will be required.

Further information is available at www.brfa.ca