

TOWN OF CASTOR

CAREER OPPORTUNITY: PART-TIME ADMINISTRATIVE ASSISTANT



CONTACT

Donna Rowland, CAO

✉ donna@townofcastor.ca

REQUIREMENTS

High School Diploma or equivalent with a minimum of one (1) year of office experience

Excellent communication and organizational skills with a strong attention to detail

Must have good listening skills and be able to respond courteously to public inquiries and criticisms

Demonstrated ability to build relationships and work effectively in a team environment

A demonstrated proficiency at working independently using initiative to prioritize and complete duties and workload efficiently in a multi-tasking team-based environment

Experience with operating office equipment

Proficiently skilled in all Microsoft Office programs; familiarity with Canva is an asset

Demonstrated ability to maintain confidentiality when working with confidential material and subject matter

The Town of Castor is recruiting a part-time Administrative Assistant.

Reporting to the CAO, this position will be responsible for providing comprehensive administrative and operational support to the Town.

KEY RESPONSIBILITIES

- Greets visitors in a professional and friendly manner (in person, electronically and by telephone), responds to inquiries and if necessary directs to the appropriate person or department
- Drafts, formats, and proofs various types of documents for Town
- Supports recreation, safety, and bylaw enforcement by performing administrative tasks such as managing records, scheduling, preparing documents, handling public inquiries, and supporting overall daily operations
- Provides coverage and fulfills duties of absent employees as needed
- Maintain and contribute to a clean and tidy workplace
- Performs other duties as required
- Follow all safety regulations, workplace policies, and environmental compliance requirements
- Maintain a positive and productive relationship with other Town employees based on trust, commitment, and open communication

Compensation: The Town of Castor offers a competitive wage and benefits package.

Hours of Work:

- 8:30am to 4:30pm
- Two (2) to three (3) days per work week with potential for more hours as needed based on work load demands

Review of applications will begin on December 8, 2025, however, the position will remain open until filled. If you are interested in the position, we encourage you to apply early.

Qualified candidates are requested to submit a cover letter and detailed resume outlining their experience. The Town of Castor thanks all applicants for their interest; however, only those selected for further consideration will be contacted.

Applications may be returned electronically to Donna Rowland, CAO at donna@townofcastor.ca