



Village of Carmacks
P.O. Box 113
Carmacks, YT Y0B 1C0

Employment Opportunity – Administrative Assistant

Position Status: Term (Until December 2027)

Hours: Approximately 20 hours per week

Position Summary

Village of Carmacks is seeking an organized, dependable and service-oriented Administrative Assistant to provide general administrative and front-office support to the Village office. Reporting to the Chief Administrative Officer and working closely with other municipal departments, the Administrative Assistant will assist with day-to-day office administration, public inquiries, correspondence, records and general clerical support.

Key Responsibilities

- Greet visitors and respond to general telephone, email and in-person inquiries.
- Direct inquiries and requests to the appropriate Village department or staff member.
- Prepare letters, notices, forms, spreadsheets and other routine administrative documents.
- Receive, scan, copy, file and organize municipal documents and correspondence.
- Maintain electronic and paper filing systems.
- Assist with scheduling meetings, appointments and use of municipal facilities as required.
- Assist with website updates, public notices and community communications.
- Receive applications, forms and other documents submitted to the Village.
- Assist with business licenses, permits and other routine administrative processes as directed.
- Receive payments and issue receipts in accordance with Village procedures, where required.
- Assist with ordering office supplies and maintaining general office inventory.
- Provide administrative support to the CAO and other Village departments.
- Assist with meeting preparation, document packages and other clerical support when required.
- Maintain confidentiality of employee, financial, Council and other sensitive information.
- Perform other related administrative duties as assigned.

Qualifications

- Secondary school graduation or equivalent.
- Administrative, clerical, reception or Customer-service experience.
- Strong computer skills, including Microsoft Word, Excel, Outlook.
- Strong written and verbal communication skills.
- Good organizational and time management skills.
- Accuracy and attention to detail.
- Ability to maintain confidentiality.

Telephone: (867) 863-6271
Email: admin@carmacks.ca



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Post-secondary education or training in office administration, business administration or a related field would be considered an asset. Previous experience in a municipal, First Nation, territorial, federal or other public-sector environment would also be considered an asset.

Hours of Work

This is a permanent part-time position of approximately **20 hours per week**. Additional hours and overtime may be required from time to time.

The work schedule may be arranged based on operational requirements and the successful candidate's availability.

Compensation

Compensation will be based on the Village of Carmacks' current employment bylaw and wage scale, considering the successful candidate's qualifications and experience. Benefits will be provided in accordance with Village policies and the applicable terms of employment.

How to Apply

Interested applicants are invited to submit a resume and cover letter marked:

Administrative Assistant Position

To: **Chief Administrative Officer**
Village of Carmacks, P.O. Box 113 Carmacks, YT Y0B 1C0
Email: CAO@carmacks.ca

Closing Date: September 18, 2026 at 4:00 PM

Village of Carmacks thanks all applicants for their interest. Only applicants selected for further consideration will be contacted.

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