



## **TOWN OF CRESTON EMPLOYMENT OPPORTUNITY PUBLIC WORKS ADMINISTRATIVE ASSISTANT INFRASTRUCTURE SERVICES**

The Town of Creston is now accepting applications for **one (1) Full Time Public Works Administrative Assistant** employment position in the **Infrastructure Services Department**. Employment conditions and wage for this position will be as per the current Collective Agreement between CUPE Local 2092 and the Town of Creston. The wage for this position will be \$39.19 per hour.

The Public Works Administrative Assistant provides administrative and clerical support along with public relations and other related services to the Infrastructure Services Department. The Public Works Administrative Assistant will provide the first level of response to public inquiries related to Infrastructure Services and liaise with Town Hall staff with respect to pertinent issues.

The successful applicant must be a mature, performance-oriented individual with strong organizational and time management skills and possess the ability to work independently with limited supervision.

### **KEY RESPONSIBILITIES AND DUTIES:**

- Primary point of contact for incoming calls and inquiries directed to Public Works services.
- Primary administrative point of contact for the Public Works Department.
- Maintain and organize filing systems – both electronic and physical.
- Manage invoicing, ordering and reconciliation for the Public Works Department.
- Assist with scheduling meetings and coordination of calendars.
- Enter and maintain data as required for inventory and asset management systems.
- Other related duties as assigned, as per the nature and scope of the position

### **MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:**

- Grade 12 graduation or GED/CAEC.
- Minimum five to seven years experience in an office setting.
- Demonstrated ability to type at least 40 words per minute.
- Office Assistant Certificate from a recognized post-secondary institution or equivalent combination of education and experience.
- Excellent written and verbal communication abilities with great attention to detail.
- Strong organizational and ability to manage multiple priorities.
- Ability to work independently with limited supervision.
- High level of customer service and professionalism when interacting with the public and staff.
- Excellent computer proficiency and experience using MS Office (Outlook, Word, Excel and PowerPoint) and comfort with databases or work order management systems.

Please submit applications by Monday, March 2, 2026 via <https://www.creston.ca/careersjob-opportunities>.

Direct inquiries to:

Marsha Neufeld - Executive Assistant & Human Resources Coordinator  
[marsha.neufeld@creston.ca](mailto:marsha.neufeld@creston.ca).

*We thank all applicants for their interest, however only those applicants being considered for an interview will be contacted.*