



Municipal District of Ranchland No. 66 Executive Assistant Employment Opportunity

The Municipal District (MD) is now accepting applications for an Executive Assistant to the Chief Administrative Officer (CAO).

This is a full-time position reporting to the CAO. The successful candidate requires considerable knowledge and experience in local government proceedings, the Municipal Government Act and Freedom of Information and Privacy Act. Key strengths for this position is an ability to prioritize daily and future work plans, exceptional communications and interpersonal skills.

The MD will be accepting resumes and covering letters until Thursday October 15, 2020 at 12:00 pm (Noon-MST).

For a complete copy of the Job Description outlining the position, please visit the MD website at (www.mdranchland.ca).

Please forward a cover letter and resume marked hard copy or digital to “Confidential-Executive Assistant” to the following email address or the mailing address:

MD of Ranchland No. 66
PO Box 1060
Nanton, Alberta.
T0L 1R0
Phone: 403-646-3131
Fax: 403-646-3141
Email: (eaapplications@ranchland66.com)