

**EMPLOYMENT OPPORTUNITY
TEMPORARY ADMINISTRATIVE ASSISTANT**



Starland County is seeking an enthusiastic individual to temporarily assist with administrative duties in the Public Works Office and Shop. This opportunity is a full time term position commencing as soon as possible for a duration of approximately two and a half months. Hours of work are Monday to Friday from 8:00 a.m. to 4:00 p.m. Training and experience in an office environment would be a definite asset as well as proficient computer skills in Microsoft Word, Excel, Outlook, etc. The individual must be reliable, trustworthy and accountable with good communication and teamwork skills. The job duties will include, but are not limited to the following:

- ✓ Providing customer service and answering and/or directing telephone inquiries within the Public Works Office.
- ✓ Inventory and Work Order Data Entry
- ✓ Preparing Purchase Orders and Invoices
- ✓ Filing and general office duties
- ✓ Receiving and Picking up parts
- ✓ Record Minutes at Safety Meetings

Starland County's safety program requires all employees to fully cooperate and be responsible for safe work practices. As well, there is a Substance Abuse Prevention Policy in place as a reflection of our commitment to protect the health and safety of employees, co-workers, and the general public. In accordance with this policy, pre-employment drug and alcohol testing is required prior to commencing employment. Reasonable cause testing can also be requested after employment has commenced.

Applications are to be received by the undersigned not later than 4:00 p.m. on Wednesday July 12, 2017. Resumes should be forwarded to:

**Starland County
P.O. Box 249
Morrin, AB T0J 2B0
Attention: Kory Bremer, Human Resources Coordinator**

Resumes may also be **emailed to kory@starlandcounty.com** or **faxed to 403-772-3807**. For further information, please feel free to contact the Starland County Administration Office at 403-772-3793.

We thank all applicants for their interest; however only those invited to an interview will be contacted.