

## EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT



Starland County is seeking an enthusiastic individual to join our team as an Administrative Assistant. This opportunity is a seasonal full-time position commencing on or near May 2 and ending on or near August 31, 2022. Hours of work are Monday to Friday from 8:00 a.m. to 4:00 p.m. Training and experience in an office environment is essential as well as maintaining a professional and positive attitude both internally and while providing customer service. Proficient computer skills in both Microsoft and Google Workspace are essential. Experience with filing and Records Management is an asset. The successful 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
- ✓ Receiving and receipting payments
- ✓ Perform various reception duties including filing, receiving and re-directing mail
- ✓ Scanning old files to records management
- ✓ Receiving office supplies and ensuring they are put away
- ✓ Administration support for various departments

If this is of interest to you, please forward your cover letter and resume to the address below no later than Friday March 18, 2022, at 4:00 p.m. For additional information about the job description or our municipality please see our website at [www.starlandcounty.com](http://www.starlandcounty.com). We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Starland County  
PO Box 249  
Morrin, AB T0J 2B0  
Attention: Human Resources Coordinator

Fax: 403.772.3807

Email: [hr-office@starlandcounty.com](mailto:hr-office@starlandcounty.com)