

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 1 and ending on or near August 31, 2024. 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. Filing and Records Management will be the focus of this position so experience in this area is an asset. Proficient computer skills in both Microsoft and Google Workspace are essential. 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:

- ✓ Scanning old files to records management
- ✓ Providing customer service and answering and/or directing telephone inquires
- ✓ Receiving and receipting payments
- ✓ Perform various reception duties including filing, receiving and re-directing mail
- ✓ Receiving office supplies and ensuring they are put away
- ✓ Administration support for various departments

If this opportunity is of interest to you, please forward your cover letter and resume to the address below no later than Friday March 1, 2024, at 4:00 p.m. For additional information about the job descriptions or on our municipality, please see our website at www.starlandcounty.com

Starland County
PO Box 249
Morrin, AB T0J 2B0
Attention: Human Resources Coordinator
Fax: 403.772.3807
Email: hr-office@starlandcounty.com

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