

## Employment Opportunity

Beaver County is seeking to fill the following position:

# **RECEPTIONIST TEMPORARY FULL-TIME**

Beaver County requires a receptionist at the County Services Centre in Ryley. Responsibilities include telephone and over-the-counter customer service, mail pick-up, sorting, and delivery, cash receipting, filing, assisting staff where needed, and other general office duties. A detailed position profile is available on the County's website.

Qualifications include the completion of Grade 12 and training in administrative assistant skills, or an equivalent combination of education, training, and/or experience. Prior customer service experience is essential, as well as excellent communication and interpersonal skills, attention to detail, the ability to work independently with minimal supervision, and a sound working knowledge of Outlook, Microsoft Word, and Excel. Experience with cash management or a mathematical aptitude is preferred.

Hours of work are 35 hours per week, Monday to Friday. Wage range is \$27.51 to \$33.47 per hour.

Interested applicants should forward a resume outlining qualifications and experience, and a minimum of three references, to the following address. Applications will be accepted until August 31, 2018.

Margaret Jones, Assistant CAO Beaver County Box 140 Ryley, AB T0B 4A0	Phone: (780) 663-3730 Fax: (780) 663-3602 email: <a href="mailto:mjones@beaver.ab.ca">mjones@beaver.ab.ca</a> www.beaver.ab.ca
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Beaver County is committed to a healthy and safe work environment. We thank all applicants for their interest, however only individuals selected for an interview will be contacted.

## 2018 Construction Schedule

TASK	START DATE	PROJECTED END DATE	UPDATE – AUGUST 29
Culvert Maintenance	Apr 24	Oct 30	
<b>TWP RD 492 TerraCem</b> Phase 1 (Cement) Phase 2 (1 <sup>st</sup> lift of chip seal) Phase 3 (2 <sup>nd</sup> lift of chip seal)	Jun 11	Aug 31	Phase 1 – Complete Phase 2 – Complete Phase 3 – ECD – Mid August
<b>RGE RD 201 TerraCem</b> Phase 1 (Cement) Phase 2 (1 <sup>st</sup> lift of chip seal) Phase 3 (2 <sup>nd</sup> lift of chip seal)	Jul 2	Aug 31	Phase 1 – Complete Phase 2 – Complete Phase 3 – ECD – Mid August
<b>TWP RD 510 TerraCem</b> Phase 1 (Cement) Phase 2 (1 <sup>st</sup> lift of chip seal) Phase 3 (2 <sup>nd</sup> lift of chip seal)	Jul 4	Aug 31	Phase 1 – Complete Phase 2 – Complete Phase 3 – ECD – Mid August
<b>TWP RD 512 TerraCem</b> Phase 1 (Cement) Phase 2 (1 <sup>st</sup> lift of chip seal) Phase 3 (2 <sup>nd</sup> lift of chip seal)	Jul 12	Aug 31	Phase 1 – Complete Phase 2 – Complete Phase 3 – ECD – Mid August
<b>RGE RD 191 TerraCem</b> Phase 1 (Cement) Phase 2 (1 <sup>st</sup> lift of chip seal) Phase 3 (2 <sup>nd</sup> lift of chip seal)	Jul 19	Aug 31	Phase 1 – Complete Phase 2 – Complete Phase 3 – ECD – Mid August
<b>TWP RD 512 TerraCem 2<sup>nd</sup> location</b> Phase 1 (Cement) Phase 2 (1 <sup>st</sup> lift of chip seal) Phase 3 (2 <sup>nd</sup> lift of chip seal)	Aug 20	Aug 31	Phase 1 – Complete Phase 2 – ECD – Mid Sept Phase 3 – ECD – Mid Sept
<b>TWP RD 482 TerraCem</b> Phase 1 (Cement) Phase 2 (1 <sup>st</sup> lift of chip seal) Phase 3 (2 <sup>nd</sup> lift of chip seal)	Sept 4	Sept 28	Phase 1 – ECD - Sept 20 Phase 2 – ECD - End of Sept Phase 3 – ECD – End of Sept
<b>Bridge Construction</b> RGE RD 184 between TWP RD 494 and TWP RD 500	Aug 15	Oct 15	Bridge will be closed to public traffic during construction
Oiling RR 202	Aug 13	Aug 17	Completed
Patching Oil	Jul 23	Aug 3	Expected completion by August 31
Patching/Shoulder Pulls	Aug 28	Sep 30	
Backsloping- TBD	Oct 2	Oct 31	
Gravelling	Apr 24	Sep 28	
Dust Control- 1st Application	May 22	Jun 22	Complete
Dust Control- 2nd Application	Jul 30	Aug 18	Complete

Schedule is subject to change depending on the weather.  
 \*\*ECD – Estimated Completion Date