

### Employment Opportunity

#### RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

Beaver County requires a full-time 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 preferred, 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 essential.

Hours of work are 35 hours per week, Monday to Friday. Annual salary range is \$55,933 to \$68,054.

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 4:30 pm, November 16, 2018.

Margaret Jones, Assistant CAO  
Beaver County  
Box 140  
Ryley, AB T0B 4A0

Phone: (780) 663-3730  
Fax: (780) 663-3602  
email: [mjones@beaver.ab.ca](mailto:mjones@beaver.ab.ca)  
[www.beaver.ab.ca](http://www.beaver.ab.ca)

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.

### Our Heartfelt Gratitude

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#### LEST WE FORGET

Beaver County salutes the service, commitment and sacrifices made by the men and women in uniform – past, present and future. Thank you for serving and protecting our country. Offices at Beaver County will be closed Monday, November 12, 2018 in observance of Remembrance Day. Offices will reopen Tuesday November 13, 2018

### Upcoming Community Events

#### Holden Steak Supper

Saturday, November 10 5-7pm  
Holden Complex - 5123-50 St.  
\$20/person. Includes coffee, juice, desert  
& and all the fixings. Hot dogs – kids/\$3

#### Remembrance Movie

Saturday, November 10 7pm  
The Paragon Theatre - 5019-50St.  
Holden  
\$7/person, \$3/under 12  
Info: [beaverhillplayers17@gmail.com](mailto:beaverhillplayers17@gmail.com)

#### Come Remember With Us!!

Sunday, November 11  
Legion – Cenotaph at 11am  
Holden Museum - 4928 50 Ave  
12pm – 4pm  
(780) 688-3593  
email: [holdenmuseum@gmail.com](mailto:holdenmuseum@gmail.com)

#### Holden Christmas Market

Saturday, November 17  
Holden Community Hall  
11am – 3pm