

Student Employment Opportunity

OFFICE ADMINISTRATIVE ASSISTANT (STUDENT) TEMPORARY, PART-TIME, SEPTEMBER – DECEMBER, 2018

Beaver County is seeking a temporary, part-time (student) Administrative Assistant to support our team. This position will be located in the Beaver County Services Centre in Ryley.

The Office Administrative Assistant duties will be dependent on the skill set of the candidate and may include, but are not limited to:

- Receptionist duties at the front counter, dealing with rate payers and handling general public inquiries, with a focus on excellent customer service
- Cash receipts and deposits
- Mail pick-up, sorting, and delivery
- Stocking supplies
- Assisting with County communications (e.g. newspaper, website, etc.)
- Filing and document management for a variety of departments
- Providing assistance on special projects
- Providing assistance to other staff as required

The ideal candidates will possess the following qualifications:

- Between the ages of 16 and 19
- Completion of Grade 10, and registered to attend high school
- Previous customer service experience is preferred
- Experience with cash management or possess mathematical aptitude
- Organizational skills
- Experience with office computer programs, e.g. WORD, Excel, Outlook, etc. would be an asset
- Be able to work and learn from others in a team environment and maintain a positive outlook
- Possess effective interpersonal skills, computer literacy, and verbal communication skills
- Knowledge of Beaver County and its municipal operations would be an asset

Hours of work will be weekdays, up to 16 hours per week, including Fridays of each week (unless school is in session). The position will commence in late August (if available) or as soon as possible thereafter until December 31, 2018. The wage rate for this position is \$16.44 per hour.

Qualified individuals are encouraged to submit a cover letter and resume with references, stating relevant training and experience. Applications will be accepted until a suitable candidate is selected.

Margaret Jones

Assistant CAO
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Beaver County is committed to a healthy and safe workplace. We thank all applicants for their interest, however only those selected for an interview will be contacted.

Community Events

Holden Museum

Visit the Holden Museum and see the climate change forum and Battleford Trail evidence. Try out the Dominion Telegraph Exhibit and see if you can tune the Shortwave Radio for WWV Time signals. Also try out the 'Scavenging the Past' passport.

**Open Friday, Saturday, and Sunday:
12-4 pm**

Holden Museum, 4928-50 Ave
Call 780-688-3593 or email
holdenmuseum@gmail.com
for more information

The Tofield Museum is holding an Open House

**on Friday August 17 from 4pm-7pm.
Celebrating 100 years of the Tofield Mercury,
1918-2018.**

**Cake and Refreshments.
Admission by donation.**

