

## 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      Phone: (780) 663-3730  
Beaver County                              Fax: (780) 663-3602  
Box 140    email: [mjones@beaver.ab.ca](mailto:mjones@beaver.ab.ca)  
Ryley, AB T0B 4A0                          [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.

## EFP Learning Lab



**EFP Learning Lab**  
**November 22 & 23**  
(4 time slots available)  
Beaver County Service Centre,  
Ryley, AB

Effective April 1, 2018, producers need to have an EFP completion letter dated within the last 10 years, **of the date of application**, to be considered current and eligible for cost-share funding with the Environmental Sustainability and Climate Change programs of the Canadian Agriculture Partnership (CAP).

If you would like assistance with:

- Completing a previous EFP that has been started
- OR
- Starting a new online WebBook

Contact Aimee Boese at 780-663-3730 or [aboese@beaver.ab.ca](mailto:aboese@beaver.ab.ca) to register. *Computers will be provided.* Limited space available per time slot.

Additional information on the Environmental Farm Plan Program can be found at: [www.albertaefp.com](http://www.albertaefp.com)

## Upcoming Community Events

### Holden Christmas Market

Saturday, November 17

Holden Community Hall

11am – 3pm.

Crafts, baking, Santa, door prizes

### Festival of Trees

Saturday, November 17

Holden Community Hall/The Gallery

Admission: Food Bank donation. Ornament decorating, cookie decorating, Christmas stories, hot chocolate, treats, write a Letter to Santa. Businesses/non-profits wanting to enter a decorated tree can register by calling Toni or Tracey at (780) 688-3928 or (780) 336-4024. Cost is \$20. Trees will be judged and awarded a prize

### Tofield Winterfest 2018

November 30 – December 2

Parade & Family Dance

### Festival of Trees

Saturday, December 1

Tofield Community Hall

1pm -3pm

Admission: Food bank donation. Ornament decorating, cookie decorating, Christmas stories, hot chocolate, treats, write a Letter to Santa. Puppy Adoption day check out [wharfrescue.ca](http://wharfrescue.ca). Businesses/non-profits wanting to enter a decorated tree can register by calling Toni or Tracey at (780)688-3928 or (780)336-4024 cost is \$20. Trees will be judged and awarded a prize.