

Office Administrative Assistant (Student)

Full-Time, Summer (July – August, 2021)

Beaver County is seeking a temporary, full-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 include, but are not limited to:

- Document management (filing)
- Social media postings and updates
- Newspaper ad coordination and submission
- Business Directory updates
- Data entry and clerical tasks
- Receptionist duties at the front counter, including cash receipts and daily mail
- Providing assistance to other staff as required

The ideal candidates will possess the following qualifications:

- Completion of Grade 10
- Experience with office computer programs, e.g. WORD, Excel, Outlook, etc.
- Experience/aptitude with social media platforms
- Critical thinking skills
- Organizational skills
- Previous customer service experience is preferred
- Be able to work and learn from others in a team environment and maintain a positive outlook
- Possess effective interpersonal and verbal communication skills
- Knowledge of Beaver County and its municipal operations would be an asset

Hours of work will be 7.75 hours per day, Monday to Friday. The position may commence June 22 or as soon as the successful candidate is available.

Qualified individuals are encouraged to submit a cover letter and resume (including references) no later than 4:30 pm, May 31, 2021.

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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.