

## Office Administrative Assistant (Student)

Full-Time, Summer (July – August, 2020)

**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:

- 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
- Ordering and stocking supplies
- Assisting with County communications (e.g. newspaper, website, Business Directory, 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:**

- Completion of Grade 10
- 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 7.75 hours per day, Monday to Friday. The position may commence prior to July 1 if the successful candidate is available.

Qualified individuals are encouraged to submit a cover letter and resume (including references) no later than 4:30 pm, June 12, 2020.

Margaret Jones  
Assistant CAO  
Beaver County  
Box 140 Ryley, AB T0B 4A0  
T: (780) 663-3730 F: (780) 663-3602  
E: [mjones@beaver.ab.ca](mailto:mjones@beaver.ab.ca)

*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.*