

ADMINISTRATIVE ASSISTANT – SUMMER STUDENT

Employment Opportunity: Full Time - Temporary

Beaver County is seeking a temporary, full-time Administrative Assistant during the summer months of July and August. This is an ideal position for a student to gain valuable work experience in administration. This position will be located at the Beaver County Services Centre in Ryley.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Note: Duties will be dependent on the skill set of the candidate

- Serve as the first point of contact at the front office, welcoming and assisting rate payers, visitors, staff and the general public with a focus on providing excellent customer service.
- Handle daily receptionist duties, including answering inquiries and managing phone calls professionally.
- Process orders, manage office supplies, and ensure the organization and stock levels of supplies are maintained.
- Pick up, open, and sort incoming mail. Prepare outgoing mail for postage and deliver to post office.
- Assist with opening and closing procedures of the building, ensuring security and proper procedures as followed.
- Support administrative tasks such as filing, scanning, data entry and coordinating departmental requests to ensure accurate and efficient record keeping.

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING QUALIFICATIONS:

- Completion of Grade 10 and is currently attending high school or enrolled in a post-secondary institution.
- Leadership and team building skills.
- Be able to work and learn from others in a team environment and maintain a positive approach.
- Possess effective interpersonal skills, computer literacy, and verbal communication skills.
- Knowledge of Beaver County and municipal operations would be an asset.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computers, office equipment, and telephone.
- Moderate lifting (no greater than 50 lbs.) and periods of sitting.

POSITION DETAILS:

- Position will commence as soon as possible and end August 29, 2025.
- Position Type: Full Time – Temporary (37.5 hours/week)
- Hours of Work: Monday to Friday, 8:30 a.m. – 4:30 p.m.
- Salary Range for this position is \$16.28 - \$20.35 per hour.

Closing date: The position will remain open until a suitable candidate is found.

TO APPLY FOR THIS POSITION:

Qualified individuals are encouraged to submit a cover letter and resume with references, stating relevant training and experience. Reference the name of the position, to the following email: **careers@beaver.ab.ca**

Applications can also be submitted in-person or by mail to: PO Box 140, 5120 50 Street, Ryley, AB T0B 4A0

*Beaver County thanks all applicants for their interest however
only those selected for interviews will be contacted.*

