



## EMPLOYMENT OPPORTUNITY

### Receptionist / Administrative Clerk

This is a full-time permanent position. Reporting to the Director of Finance, the individual will work in all aspects of daily operation of the administration office, with a focus on customer service, responding to public enquiries.

#### Minimum Qualifications:

- ◆ Grade 12 diploma or equivalency
- ◆ Proficient in Microsoft Office applications (Excel, Word, Outlook, etc.)
- ◆ Strong problem solving, public relations and interpersonal communication skills
- ◆ Experience handling cash
- ◆ Articulate and well organized
- ◆ Ability to work in a team environment
- ◆ Previous municipal experience will be considered an asset

This position includes, but is not limited to, the duties of Front Counter, Phones, Bank Deposits, Mail, Business Licenses/Updating Website, Filing, Ordering Supplies, Assisting with Utility Bills/Tax Notices, and General Office duties as required.

**Hours of Work:** The hours of work for this position are 35 hours per week, Monday to Friday.

Deadline for applications is 4:30 p.m., September 30, 2021.

Candidates should submit their resumes, references and certifications, to:

Town of Rimbey

**Attn:** Lori Hillis, Chief Administrative Officer

Box 350

Rimbey, AB T0C 2J0

E-mail: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)

The Town of Rimbey thanks all persons who submit resumes, however, only those chosen for interviews will be contacted.