



**TOWN OF RIMBEY
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 the daily operation of the administration office, with a focus on customer service, responding to public enquiries.

Minimum Qualifications:

- Grade 12 diploma or equivalent.
- Administrative office experience.
- Experience handling cash.
- Proficient in Microsoft Office applications (Excel, Word, Outlook, etc.).
- Strong problem solving, public relations and interpersonal communication skills.
- Articulate and well organized.
- Ability to work in a team environment.
- Previous municipal experience would 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, Cemetery, 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.

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

Town of Rimbey
Attn: Craig Douglas, Chief Administrative Officer
Box 350
Rimbey, AB T0C 2J0
E-mail: generalinfo@rimbey.com

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

- **Position will remain open until a suitable candidate is found.**