

Office Assistant Level 1

Permanent part time position working under the general supervision of the Chief Administrative Officer or designate, the Office Assistant will assist the Bylaw Supervisor in the efficient administration of serving and meeting the public needs in regards to information, complaints, and emergency assistance. This person will perform all clerical duties within the Bylaw Services Department and assist with general office duties as required.

Minimum Qualifications:

- Grade 12 Diploma or equivalent
- Strong secretarial skills.
- Strong problem solving, public relations, organizational and communication skills (verbal and written).
- Excellent computer knowledge and skills
- Experience maintaining filing systems
- Ability to work in a team environment
- Ability to use a high degree of discretion due to the confidentiality of the work environment
- Some financial background/invoicing
- Preference will be given to candidates with a Business Diploma or equivalent experience.

Prior experience in a comparable position would be an asset.

The starting rate is \$17.50/hr., depending on experience; approximately 25 hours per week, Monday to Friday.

Please submit resume in person to the Town Administration Office, Attention Melissa Beebe or by email to: generalinfo@rimbey.com

CLOSING DATE IS FRIDAY, JANUARY 24, 2014

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