



**EMPLOYMENT OPPORTUNITY
SADDLE HILLS COUNTY**

**COMMENCING IMMEDIATELY
TEMPORARY FULL TIME
(MAY BECOME PERMANENT)**

**RECEPTIONIST
ADMINISTRATIVE SERVICES II
(UNION ENVIRONMENT)**

POSITION SUMMARY:

Providing administrative support services within the areas of reception, cash receipting, financial and administrative services assistance, utility account maintenance, daily cash reconciliation, filing.

QUALIFICATIONS:

1. High School diploma.
2. Post Secondary Education in a related field preferred, together with municipal government experience is an asset.
3. Very high level of proficiency with MS Office and other computer applications. Familiarity with Diamond Municipal/GP Dynamics would be an asset.
4. Excellent interpersonal and organizational skills
5. Ability to pay close attention to detail.
6. Punctual, highly motivated and organized individual with a high level of output.
7. Ability to work in a fast-paced environment, prioritize and manage multiple work tasks to achieve deadlines is critical.
8. Experience in application of FOIP legislation, parliamentary procedures and knowledge of the Municipal Government Act is an asset
9. Ability to provide a satisfactory Criminal Records check and an acceptable driver's abstract

This position reports to the Director of Corporate Services. We offer a competitive salary and an excellent Group Benefits Package. The above statements are intended to describe the general nature of the position and are not a complete job description of all responsibilities and activities required for this position.

Applications will be accepted until June 15, 2018. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted. Please send resumes clearly marked "Personal and Confidential" to:

Human Resources
Receptionist
Saddle Hills County
RR 1
Spirit River, AB T0H 3G0
E-mail to: careers@saddlehills.ab.ca
Fax: (780) 864-3904 Ph. (780) 864-3760

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