



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

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

Town of Rimbey

Attn: Craig Douglas, 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.