



**TOWN OF RIMBEY
COMMUNITY SERVICES
EMPLOYMENT OPPORTUNITY**

ADMINISTRATIVE ASSISTANT

Full time (35hr/week) Monday– Friday 8:30am-4:30pm

The Community Services Administrative Assistant is responsible for all recreation daily finances, customer service, program and event advertising, recreational facility bookings, and other related work as assigned by the Director of Community Services.

Qualifications:

- Minimum Grade 12 education. Post-Secondary education in administrative or recreational programs preferred.
- Previous office and website experience will be considered an asset.
- High computer proficiency with expertise in Microsoft Office.
- Excellent written and verbal communication skills.
- Highly organized and self-motivated worker.
- Possession or ability to attain a valid first aid certificate.

Please submit cover letter and resume by email

(recreation@rimbey.com) or in person at the Peter Lougheed Community Centre's Recreation Office (5109 54th Street). Position will be filled when a suitable candidate is found. For more information contact Cindy at recreation@rimbey.com or 403-843-3151.