



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT | TEMPORARY PART TIME

OVERVIEW:

This position provides support to the public and the department.

DUTIES & QUALIFICATIONS:

- Ability to keep information confidential.
- Ability to be friendly and adaptable.
- Data entry.
- Filing.
- Completion of Grade 12 or GED equivalent.
- Some experience in an office setting is beneficial.

WHAT YOU BRING:

- Satisfactory Criminal Record Check.
- This position is mainly office based.
- Work days are between Monday-Friday from 8:30 a.m. to 4:30 p.m.

WHAT WE OFFER:

- Competitive wages.
- Career development.
- Flexible work schedule (minimum 3 days per week).

Closing Date: May 21, 2024

Applicants are invited to submit the cover letter, resume, and 2 references to: humanresources@town.stpaul.ab.ca. Job specific questions can be directed to: Aline Brousseau, Director of Planning & Legislative Services at 780-645-8540.

The Town of St. Paul thanks all interested applicants; however, only applicants selected for an interview will be contacted. This position will be open until a suitable candidate is found.