



Town of Rimbey Employment Opportunity

Office Assistant

This is a full-time permanent position. Reporting to the Director of Finance and Administration, the individual will work in all aspects of daily operation of the administration office, including Accounts Receivable, Accounts Payable, Utilities and assist with development officer, with a focus on customer service, responding to public enquiries.

Minimum Qualifications:

- Grade 12 diploma or equivalency
- Comfortable with, and proficient in, the use of computers and a variety of applications
- Strong problem solving, public relations and interpersonal communication skills
- Some bookkeeping knowledge
- Experience handling cash
- Articulate and well organized
- Ability to work in a team environment

Prior experience in a municipal government setting along with advanced education in administration or accounting would be an asset.

Hours of Work: The hours of work for this position are 35 hours per week, Monday to Friday. Infrequent overtime may be required as part of this position.

Please indicate wage expectations in your cover letter.

Deadline for applications is 4:30 p.m., September 6, 2013. Candidates should submit their resumes, references and certifications, to:

Town of Rimbey
Attn: Lori Hillis, Director of Finance and Administration
Box 350
Rimbey, AB T0C 2J0
Fax: (403) 843-6599
E-mail: generalinfo@rimbey.com

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