



## **ADMINISTRATIVE SUPPORT**

**LOCATION: EDSON OFFICE**

**COMPETITION NO. 10-09-R**

Yellowhead County is currently accepting applications for the Summer Temporary Employment Program position of Administrative Support. The Administrative Support position will provide general reception to all customers of Yellowhead County (including staff) in a courteous, polite, and friendly manner. Will be responsible for performing the accounting duties required and maintenance of all information related to the Cash Receipting System for Yellowhead County, in an accurate and confidential manner. The Administrative Support will assist the Director of Corporate Services and Accounting Supervisor with all financial and clerical duties as assigned.

The minimum skills and knowledge is a Grade 12 diploma, keyboarding skills of 55 wpm, pleasant telephone manners, excellent organizational and prioritization skills, ability to maintain confidentiality with respect to all matters pertaining to Yellowhead County, and excellent interpersonal skills. The preferred skills and knowledge includes experience in Great Plains Dynamics and Diamond Software. The minimum experience is two years of using Microsoft Office Programs as well as two years customer service including receiving and balancing of funds. Preference will be given to those individuals who have two years cash receipting, one year experience with accounting software packages and one year experience of municipal office experience.

The current wage range is \$14.70 – \$16.01 per hour. The individual will work 40 hours per week Monday to Friday from 8:00 – 4:30 with a half hour lunch.

Position descriptions may be obtained by contacting our office. Only candidates to be interviewed will be contacted.

Submit resumes in confidence no later than **4:30 p.m., March 15, 2010**, quoting competition **#10-09-R** to:

Patricia Pape, Payroll/HR Coordinator  
Yellowhead County

- **Mail:** 2716 – 1<sup>st</sup> Avenue, Edson, Alberta, T7E 1N9
- **Fax:** 1-780-723-5066
- **Email:** [ppape@yellowheadcounty.ab.ca](mailto:ppape@yellowheadcounty.ab.ca)
- **Phone:** 780-723-4800 or 1-800-665-6030
- 

The personal information obtained as a result of this advertisement will be utilized for these employment opportunities only, and is subject to compliance with the Freedom of Information and Protection of Privacy Act.