

**Administrative Assistant
Fire Services
(Permanent Part Time)**

The Opportunity: The City of St. Albert requires an Administrative Assistant to provide front line support in the Fire Department. This position will be required to: act as first point of contact for customer service (including public and internal inquiries), provide clerical support such as filing, letter writing, data entry, record keeping, invoice processing and provide general administrative support to department staff.

Qualifications: Candidates must have a high school diploma combined with considerable office administrative experience. Post secondary education in office administration and knowledge of basic accounting would be beneficial. Candidates must have strong computer skills including MS Office Suite. Attention to detail, accuracy and customer service skills are very important.

Hours of Work: The incumbent will work 40 hours bi-weekly.

Salary: \$17.85 - \$21.72 per hour. The City of St. Albert also offers a comprehensive flexible benefit plan, which is offered on a pro-rated basis.

Security Clearance will be required for this position.

Qualified candidates are invited to forward their resume, quoting competition #10/86A by June 14, 2010 to:

Human Resource Services

The City of St. Albert
216, 7 St. Anne Street
St. Albert, Alberta T8N 2X4
fax: (780) 459-1729
online applications: www.stalbert.ca/employment



We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.