



TOWN OF REDCLIFF “Greenhouse Capital of the Prairies”

The Town of Redcliff, a thriving horticultural and industrial based community of approximately 5600 progressive residents presently has the following position available with the Town’s Municipal Administration.

Administrative Clerk – Term Position (STEP)

Term: May - August 2017. Length of position will be based on the availability of the selected candidate.

This position is responsible for assisting the Municipal Manager and the Manager of Legislative and Land Services by providing a variety of administrative support including general clerical support, digitizing of files, updating website information and updating records systems (record retention & disposal). The successful candidate must have excellent interpersonal and organizational skills, the ability to work independently with little or no supervision, and advanced knowledge of office software applications and general office equipment. A strong working understanding of standard office technology along with a collaborative attitude. The candidate must have the ability to work with a variety of departments if required.

Qualifications and Experience

- At least 15 years of age
- A Canadian citizen, a permanent resident, or protected person under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada.
- International students and Temporary Foreign Workers are not eligible for STEP.
- Resides and/or attends school in Alberta with an Alberta address.
- Returning to high school or a post-secondary institution no later than November 1.
- Must be enrolled in a program that will result in a Certificate, Diploma, or Degree. Technical training for Apprenticeship is not eligible.
- Is available for full-time summer employment
- Participate in only one STEP position during the summer.
- Not currently employed in the organization
- Not immediately related to the owners or staff responsible for hiring in the organization

Wage rate for this position is \$18.65/hour

Interested individuals are invited to submit, in confidence, a resume listing their qualifications, experience, education, and references by **April 28, 2017**.

Resumes should be clearly marked the position you are applying for and forwarded to:

Town of Redcliff
Box 40
Redcliff, AB
T0J 2P0

Resumes will also be accepted by fax at (403) 548-6623 or Email: clarar@redcliff.ca