

**TOWN OF MILLET  
EMPLOYMENT OPPORTUNITY  
ADMINISTRATIVE ASSISTANT**

The Town is looking for a highly motivated and well-organized individual to fill this position in a unionized team environment. The full time position is based on approximately 35 hours per week.

The position will include a variety of duties in various departments within the Town of Millet. The successful applicant will be computer proficient, personable, a team player and be able to deal with the public on a daily basis.

Duties will include:

- \*Assist the Director of Public Services in facility rentals and general office duties, as required.
- \*Assist the Development department in clerical duties, as required.
- \*Clerical assistance in administration office (ie: filing, data entry)
- \*Other duties as required.

Wages and benefits, including the LAPP Pension plan, are pursuant to a Collective Agreement with General Teamsters Union #362. Applications, complete with references, will be accepted by the undersigned until 4:30 p.m. on June 24, 2016.

Lisa Schoening, CLGM  
Assistant Chief Administrative Officer  
Town of Millet  
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