

# Employment Opportunity

**The Village of Innisfree is now hiring for the following positions:**

## **1 x Administrative Assistant**

The Administrative Assistant will have a term length of 8 weeks and will start employment on July 1, 2019.

### **Administrative Assistant**

The Village of Innisfree is looking to hire an Office Administrative Assistant to help with performing general office duties as well as provide coverage for reception. This would be a great opportunity for someone who is interested in gaining useful administrative experience within a professional work environment.

### **Duties shall include:**

- scanning, faxing, photocopying and filing documents;
- performing daily data entry tasks;
- answering phones and emails; and
- accepting payments from residents.

### **The Successful candidate will:**

- possess previous office administration experience;
- be organized;
- pay great attention to detail;
- flexible work ethic, with the ability to keep up with changing tasks on a regular basis,
- a detail-oriented attitude, with the ability to take initiative, and
- be willing to assist with any other clerical tasks.

**The position's will be held open until a suitable candidate is found.**

**Interested applicants may submit their resume with wage expectation to:**

**Attn: Brooke Yaremchuk, CAO  
Village of Innisfree  
Box 69  
Innisfree, Alberta T0B 2G0**

**Fax: 780-592-3729**

**Email: [cao@innisfree.ca](mailto:cao@innisfree.ca)**

**For more information contact the Village Office at 592-3886 or email [cao@innisfree.ca](mailto:cao@innisfree.ca).**