



EMPLOYMENT OPPORTUNITY

Position:	ADMINISTRATIVE ASSISTANT - SUMMER STUDENT
Closing Date:	March 14, 2025 or until suitable candidate found

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as **Administrative Assistant – Summer Student**. This position will tentatively commence on or about May 5 and end on August 29, 2025. Reporting to the Finance Manager, you will perform a wide variety of duties related to Finance and Administration.

KEY QUALIFICATIONS

- Must be enrolled in and returning to post-secondary education in Office Administration, Business Administration or equivalent.
- Proficient with Microsoft Office 365, particularly Word and Excel
- Exceptional inter-personal skills
- Excellent written and verbal communication skills
- Highly organized
- Able to work independently.

KEY RESPONSIBILITIES

- Filing and Records Management duties
- Provide backup for Vacation leaves as required.
- Provide clerical and administrative support for other County Program(s) as required.

A competitive wage is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Resumes clearly marked: “**CONFIDENTIAL – ADMINISTRATIVE ASSISTANT – SUMMER STUDENT**” can be submitted by **FRIDAY, MARCH 14, 2025**, to:

Human Resources Administrator
County of Vermilion River
Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.

County of Vermilion River Careers:
<https://www.vermilion-river.com/departments/administration/careers>