



Administrative Assistant
(Permanent, Part-time)
Stony Plain office

Community Futures Capital Region is seeking an experienced Administrative Assistant to work 3 days per week, 7 hours per day, at our downtown Stony Plain office.

The successful candidate will be a self-starter, reliable, highly organized and is able to work effectively both as an individual and as part of a team. Reporting to the General Manager, you will act as first point of contact for telephone and in-person enquiries and will be responsible for a variety of administrative and clerical duties.

We are seeking an individual who demonstrates professional and pleasant telephone manner, strong public relation skills and intermediate to advanced knowledge of MS Office Suite and Simply Accounting.

REQUIREMENTS:

Candidates must have valid driver's license and access to vehicle.

All those selected for an interview will be subject to:

- On-site skill testing for Microsoft Office application
- On-site skill testing for Simply Accounting – basic applications
- RCMP Criminal Record Check

Rate of Pay: \$1600/month
Hours of Work: 7.5 hours/day; 22.5 hours/week
Days of Work: To be discussed
Competition Closing Date: Friday, February 10, 2012 @ 4:30 pm

All interested candidates are invited to submit your resume to:

Kevin Keller, General Manager
Community Futures Capital Region
PO Box 3175
5006 – 50th Street
Stony Plain, AB
T7Z 1Y4
Email: admin@cfcapitalregion.ca

Further information about this position can be obtained by contacting Karla Gould, Project Coordinator @ 780-968-7013 ext. 102.

Only those selected for an interview will be contacted.