

Wage Opportunities

November 14, 2008

Administrative Assistant (Temporary Opportunities)

Alberta Finance and Enterprise, Edmonton, Calgary, Camrose, Edson, Grande Prairie, Lesser Slave Lake, Lethbridge, Medicine Hat, Peace River, Pincher Creek, Red Deer, St. Paul – Are you a quick learner and swiftly able to adjust to new duties? We are looking for great people who are available immediately to fill current and future short term temporary positions. Future opportunities come up at any time and will give you valuable experience working in an administrative support role. You will put your administrative skills to work in supporting local offices deliver program services to their regions. Your excellent communication and interpersonal abilities will be put to use dealing with managers, executives, co-workers and members of the general public.

Qualifications: High school diploma, as well as experience with the Microsoft Office Suite and customer service skills are required. Previous provincial government experience is an asset. Records management, as well as ARTS experience would be desirable.

Salary: \$17.71 per hour and up.

NOTE: These temporary positions are usually full-time. Selected candidates may be asked to undergo a security screening. We will be using this posting to fill our future short term temporary vacancies two weeks to six months in length.

Please indicate on your resume which locations you would like to be considered for.

To apply, send your resume, quoting the position title to finance-enterprise.jobs@gov.ab.ca, or fax it to (780) 422-0421, attention: Cheryl Poff, Human Resource Coordinator
Alberta Finance and Enterprise
Room 546, Terrace Building, 9515 - 107 Street
Edmonton AB, T5K 2C3.

We thank all applicants in advance; however, only individuals selected for interviews will be contacted.

For further information about Alberta Finance and Enterprise, see our website at <http://www.finance.alberta.ca>.