



## **Summer Student Administrative Support Position**

### **Job Description**

This posting is for a full-time, seasonal positions for approximately 16 weeks in duration. The position has an estimated start date of June 3, 2024.

The position is responsible for assisting the Administration Office staff with various projects including but not limited to:

- General filing
- Social media and website updates
- Organizing and cleaning
- Research projects as required
- Data entry
- Email and electronic file management
- Special projects as required

### **Skills and Abilities**

- Excellent communication and interpersonal skills.
- Proficient in Microsoft Word and Excel.
- Willingness to learn.
- Excellent customer service skills.
- Positive attitude.
- Organized and able to multi-task.

### **Qualifications & Conditions of Employment**

- Experience in an office environment is preferred.
- Public sector experience is preferred.

The wages for these positions will start at \$15.00 per hour and may be adjusted based on experience.

Successful candidates must be available to work flexible hours including overtime as required.

Please forward your resume:

The Village of Andrew  
Box, 180  
Andrew, Alberta T0B 2R0  
Attention: Kylie Rude, CAO  
Email [cao@liveinandrew.com](mailto:cao@liveinandrew.com)

The position remains open until a suitable candidate is selected.

The Village of Andrew thanks all applicants for their interest, however, only those chosen for an interview will be contacted.