



CARDSTON COUNTY

Administrative Assistant

Cardston County is currently seeking a qualified, experienced person to fill the role of Administrative Assistant. The candidate will be required to perform an array of administrative duties including, all basic office procedures, answering phones, dealing with inquiries, and secretarial and receptionist duties for the main Administrative office.

Qualifications specific to the position

- ✓ Business Administration degree, or diploma, or equivalent experience.
- ✓ Working knowledge of Microsoft Office (word, excel and outlook).
- ✓ A working knowledge of the Diamond taxation software is preferred.

The incumbent must demonstrate the following skills:

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| ✓ Team building skills | spreadsheet and word-processing programs, and email at a highly proficient level |
| ✓ Analytical and problem solving skills | ✓ Stress management skills |
| ✓ Decision making skills | ✓ Time management skills |
| ✓ Effective verbal and listening communications skills | ✓ Demonstrate sound work ethics |
| ✓ Attention to detail and high level of accuracy and effective written communications skills | ✓ Be flexible |
| ✓ Computer skills including the ability to operate and manage computerized | ✓ Possess the ability to work in collaborative environment |

Salary to be determined by qualifications and experience. Cardston County also offers a competitive benefits package.

Candidates that do not fully meet the qualifications may still be considered as part of a developmental position.

Interested individuals may send their resume via fax or email by **April 28, 2017**. Only those applicants selected for an interview will be contacted.

Cardston County
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