



CARDSTON COUNTY

Summer Office assistant

Cardston County is currently seeking a summer office position to assist with the electronic management of Cardston County's document retention program, and various other office and administrative duties as required.

Qualifications specific to the position

- Should have a good working knowledge of computers, and comfortable with working with scanners and electronic document software.
- Organized with good time management skills
- Ability to work independently without much supervision
- Long periods of standing and light lifting required

Term: Full time hours seasonal, **May 1 to August 25th, 2017**

Hours: 8:30-4:30 Monday through Friday

Location: Cardston, Alberta

If interested, please email, fax or drop off your resume by **April 21st** to:

Cardston County

Tamara Stephenson

tamara@cardstoncounty.com

Fax: 403-653-1126