



Infrastructure, Planning & Development

PARKS & FLEET CLERICAL

The Parks & Fleet Department of the Town of Vegreville has an opening for a full time permanent Parks & Fleet Clerical position. The Parks & Fleet Clerical works under the supervision of the Parks & Fleet Manager or their designate. An employee in this classification provides administrative support to the Parks & Fleet Manager and the Public Works & Utilities Administrative Assistant.

Suitable candidates will possess the following qualifications:

- Formal post secondary Secretarial Arts Training
- Related experience in a complex clerical or administrative environment with the ability to accurately key a minimum of 50 words per minute
- Proficient with all Microsoft Office applications
- Good verbal and literary communication skills
- Strong interpersonal skills
- Capable of maintaining a professional relationship with employer(s), fellow employees, and the general public
- Must distinguish information that is sensitive in nature, utilizing sound judgement, professionalism and an appropriate level of confidentiality
- Valid Class 5 Alberta Operator's License
- Equivalent combination of education and experience may be considered

Salary Range: \$38,858 (\$21.36/hour) - \$50,232 (\$27.60/hour)

Comprehensive employee benefit package is available. Salary to commensurate with education, qualifications and experience.

A full job description can be requested by emailing bgiles@vegreville.com

Submit resumes by 12:00 Noon, June 29, 2018 to the attention of:

Tony Tymchyshyn, Parks & Fleet Manager
Town of Vegreville Parks & Fleet Department
5417 – Birch Avenue
Box 640
Vegreville, AB T9C 1R7
Fax: 780-632-4274
Ph: 780-632-3439
Email: ttymchyshyn@vegreville.com

Thank you to all that apply. Only those selected for an interview will be contacted