



EMS Clerical II (Full-time Permanent)

The Town of Vegreville requires a highly capable individual to work under the direction of the Town of Vegreville Emergency Medical Services Manager. The employee shall provide operational support, in a Clerical II position, for the Emergency Services Department. The individual will become a respected member of our effective working team, maintaining professional relationships with team members, dedicated to maintaining and improving the quality of life in our community and as such will serve the public with courtesy and respect.

Qualifications

- Grade 12 education
- Current Class 5 driver's license
- Administrative office experience with excellent organizational ability
- Must be proficient in Microsoft Office, email and computer skills
- This position requires a high degree of accuracy and proficiency in data entry, word processing and spreadsheets within set time lines
- Ability to maintain complete confidentiality
- Strong verbal and written communication skills with proven ability to deal effectively with the public and fellow employees
- Maintain a positive and supportive approach
- Equivalent combination of education and experience will be considered
- Knowledge of financial operations is an asset
- Successful candidate must be able to provide current, clean Criminal Record Check and Driver Abstract

Salary Range: \$40,151 - \$49,734

Comprehensive employee benefit package is available. A detailed job description is available for pick-up from the address below or by e-mailing abreitkreuz@vegreville.com.

Submit resumes by 12:00 noon on Friday, October 6, 2017 to:

**Vegreville Emergency Services
Attn: Chris Jardine, EMS Manager**

5100-60 Street,

Vegreville, AB T9C 1N6

Ph: 780-632-2254 Fax: 780-632-2629

email: cjardine@vegreville.com

We thank all applicants for their interest and advise; only those selected for an interview will be contacted.