



# County of Lethbridge

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**Position Title:** Administrative Support

**Posting Date:** March 2, 2010

**Closing Date:** March 31, 2010

**Term:** Summer Term (May – August)

**Wage:** \$18.00 per hour

**Main Duties:**

1. Upload fixed asset module into Bellamy.
2. Assist with front counter duties.
3. Accept payments from customers and post to the appropriate accounts
4. Operate phone system and direct phone calls from the public to the appropriate personnel.
5. Other administrative duties as required by supervisor.

**Qualifications:**

- High school diploma with some post-secondary education.
- Must have office experience.
- Accounting background would be considered an asset.
- Experience working with Excel, Outlook and Bellamy.
- Excellent personal/interpersonal skills.
- Due to the public nature of this position, candidate must be able to exercise tact and diplomacy.

**Contact:** For further information on this opportunity please contact Caylee Carpenter, Human Resources, at (403) 380-1595.

To apply, forward a cover letter and resume referencing "Administrative Support" to:

County of Lethbridge  
Attn: Human Resources  
#100, 905 – 4<sup>th</sup> Avenue South  
Lethbridge, Alberta  
T1J 4E4  
E-mail: [ccarpenter@lethcounty.ca](mailto:ccarpenter@lethcounty.ca)

All applicants are thanked for their interest, however only those being considered will be contacted.