

## **Part Time Office Assistant**

The Village of Bawlf is seeking a Part Time Office Assistant to assist with the day to day administration and communication duties.

These duties could include, but are not limited to:

- Retention of records and information
- Communicate and deal with the public both in person and over the phone
- Maintain/Update Village website and other social medias
- Filing and other clerical tasks

Qualifications:

- Experience in an office environment
- Willingness to learn and take on new projects
- Organized, able to multi task, self-motivated
- Experience in the use of Microsoft Word, Excel, Outlook, website maintenance and social media sites would be an asset

Please submit your Cover Letter and Resume by July 15, 2015 to:

Tracy M. Stewart  
Acting CAO  
Village of Bawlf  
Box 40  
Bawlf, AB T0B 0J0

Fax (780) 373-3798  
email: [tmstewart@bawlf.com](mailto:tmstewart@bawlf.com)

The Village thanks all applicants for their interest, however only those selected for an interview will be contacted.