



Lac La Biche County
welcoming by nature.

SUMMER EMPLOYMENT OPPORTUNITIES **LAC LA BICHE COUNTY**

Seasonal Support Clerk, Human Resources (13 Week Term)

The Support Clerk, HR performs diversified clerical support for the Human Resources operations, activities and programs. This position demands professionalism, confidentiality, and the ability to be adaptable to constantly changing priorities.

You will have Grade 12 supplemented by some post-secondary education, preferably some courses in human resources. Experience in an administrative support role, or suitable combination of training and experience will be considered. Demonstrated knowledge of human resource principles, practices, processes and procedures is a definite asset.

Proficiency is required in office technology including, but not limited to, MS Outlook, Microsoft Word and Excel. You must possess excellent communication skills, both written and oral, in order to be effective in requesting and delivering information. We are looking for a team player who is customer focused and has the ability to exercise considerable independence, judgment and confidence in decision-making.

The employee in this position performs routine and non-routine clerical tasks including but not limited to a variety of reception and typing services for department: word processing, data entry, public inquiries by telephone, minute recording and transcription, records management and filing. The incumbent may provide relief for other clerks in their absence.

Competition Details:

- Salary: \$19.70 per to \$22.41 per hour
- Closing Date: March 19, 2017
- 13 Week Term - Anticipated Start date April 3, 2017

Interested candidates are invited to forward their resume in strict confidence to:

Attention Human Resources
Lac La Biche County
Box 1679, Lac La Biche, AB T0A 2C0
Fax: 780-623-3510 Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.