



Career Opportunity

Corporate Services Department | Temporary Full-Time Position (2 month seasonal)
Monday - Friday | 8:30am - 4:30pm | Approx. July 4 - August 31

OFFICE SUMMER STUDENT

Lacombe County has a great summer seasonal job opportunity for an individual to gain first-hand, real-life, practical experience and training in municipal government.

Throughout July and August, you will gain valuable experience in a professional municipal office setting. You will work with awesome people, develop your customer service skills, enhance your Microsoft Office proficiency, become familiar with Lacombe County programs and services, provide assistance to the Finance team, learn new software systems and develop your ability to work in a team environment.

Key Duties and Responsibilities:

- Assist the general public with inquiries in a professional and timely manner (directly in person and over the phone);
- Provide a high level of customer service while operating the telephone switchboard;
- Process incoming and outgoing mail;
- Complete a variety of special projects for the organization.
- Provide various administrative services to all departments as required (filing of documents, laminating, maintaining the office supplies, etc.);
- Process payments (including taxes and utilities) received by mail, over the counter and on-line;
- Perform data entry of the weekly timesheets;

Ideal Qualifications:

- Recent post-secondary graduate, or entering into/returning to post-secondary in 2022. Preference will be given to those in an Office/Business related program;
- Excellent customer service experience and skills (strong interpersonal skills required with proven ability to deal with the public in a courteous and efficient manner);
- Strong proficiency in Microsoft Office applications (especially Microsoft Word and Excel);
- Must have the ability to work independently with minimal direction & within a team environment;
- Previous experience in a similar professional office setting is an asset.

Please forward your application to:

E-mail: hr@lacombecounty.com | Fax: 403.782.3820 | www.lacombecounty.com

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Preference will be given to applications received prior to June 8, 2022 however, this competition will remain open until the position is filled.

All applicants must be legally entitled to live and work in Canada.