



## **Administration Assistant - Casual**

Celebrating 50 years, ASC is a not-for-profit charitable society that helps over 1500 families every year in the Olds and surrounding areas. ASC provides a variety of human services programs supporting children, youth, adults, seniors, and families across south central Alberta and operates the Olds Bottle Depot.

ASC currently has an opportunity available for a casual Administration Assistant at the Olds Office location.

### **The Choice Candidate will:**

- Have excellent computer skills including proficiency with Microsoft Office
- Have meticulous attention to detail
- Have excellent written and verbal communication skills
- Have well-developed critical thinking skills and resourcefulness
- Have an excellent work attendance record
- Require a clear Criminal Record Check, valid Driver's License and a dependable vehicle
- Have previous experience in a busy office setting; post secondary education is an asset but not a requirement

### **Administrative responsibilities may include but are not limited to:**

- This position will be scheduled to address special project work, cover holiday absences of administrative team members, and could be asked to cover on short notice for unscheduled absences of administrative team members
- Ability to provide coverage in a variety of administrative areas (Payroll, Human Resources, Reception etc.)
- Special projects
- Filing
- Data entry
- Photocopying

### **ASC Offers:**

- A work environment based on a culture of Honour, Dignity, and Respect
- A chance to do meaningful work with positive impacts
- Daytime hours Monday – Friday, 8:30-4:30
- Hourly wage - \$19.26 - \$20.33 dependent on qualifications and experience
- An Employee and Family Assistance Program (EFAP) benefit

If you are interested in this opportunity – we want to hear from you! Please send in your resume and cover letter quoting competition # ASC0913 to [hr@asc-mva.ab.ca](mailto:hr@asc-mva.ab.ca)