



## External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OWO  
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www.mountainviewcounty.com

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**Summer Student (Term Approximately 4 Months)**  
**2019 Pay Band - \$20.78/Hour – 35 HRS/WK**

### **Position Summary:**

This position will focus on supporting Mountain View County's head office during the approximate period of May to the end of August. The primary duties of the position will be to perform various administrative tasks including data entry, data compilation, report writing, filing and general office support.

### **Core Duties and Responsibilities Include (but are not limited to):**

- Data Entry
- Data Compilation
- Report Writing
- Filing
- Front-counter duties
- General office support

### **Education and Experience Requirements:**

- A student having completed High School and returning to school in the Fall
- Office experience preferred
- Microsoft Office Suite
- Customer Service Skills
- Self-motivated, priority setting, multitasking and time management skills

### **Working Conditions:**

The hours will be for 8:00 am to 4:00 pm with an hour for unpaid lunch break. The location will be the County's administrative building. Dress code of the position will be determined on the work being performed that day. Contact with customers in person, by telephone and computer, regarding inquiries, will be required. The employee may be required to travel to other locations within Mountain View County and will need to have a valid driver's license and provide a current, satisfactory driver's abstract.

### **Additional Information:**

If this sounds like you, we want to hear from you! To apply for this position, please submit your resume with references to [hr@mvcountry.com](mailto:hr@mvcountry.com) or mail to Mountain View County, Attention Human Resources, PO Bag 100, Didsbury, AB TOM OWO, or drop off at 10-1408 TWP RD 320, Didsbury, AB.

Competition closes at 12:00 noon (MT) on April 19, 2019 or until a suitable candidate is found. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.