



Now Hiring **Temporary Administrative Support**

(Up to 12 Months)

The Parks and Recreation Department has an opportunity for a temporary position, responsible for providing administrative support to department staff, and exceptional customer service to the public. As our ideal candidate you are an energetic individual who is customer service focused.

This customer service focused position is an administrative role accountable for the accurate and timely processing of parks and recreation documents and transactions in order to provide superior service and customer satisfaction. In addition to your post-secondary education and work experience, you possess excellent organizational and customer service skills. You demonstrate a high energy approach and excel in a fast paced work environment. You are proficient with current office software programs, with particular emphasis on Microsoft Word and Excel. You demonstrate exceptional time management, interpersonal and organizational skills; as well as excellent oral and written communication skills.

Required Qualifications:

- ✓ A one (1) year certificate in Office Technology;
- ✓ Minimum of two (2) years' experience in an administrative support capacity including a minimum of one (1) year customer service experience;
- ✓ An equivalent combination of management approved training and experience may be considered.

Our organization offers a highly attractive and competitive salary, as well as a great work environment.

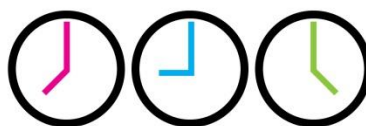
The City of Medicine Hat strives to achieve its vision to be a "Community of Choice"; a place where people choose to live, work and play. The Medicine Hat advantage:

- ✓ Extensive Recreational Facilities
- ✓ Low Utility Rates and Taxes
- ✓ Flourishing Cultural Community
- ✓ Family Oriented Community

Qualified candidates are invited to submit a resume to **Competition #14162A** Human Resources Department, City of Medicine Hat, Suite 101, 505 First Street SE, Medicine Hat T1A 0A9; fax (403) 525-8870; e-mail hr@medicinehat.ca.

This posting will remain open until **Friday, August 15, 2014 at 4:30 p.m.**

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



live. work. play.

City of Medicine Hat