

VILLAGE OF
STIRLING



NATIONAL
HISTORIC SITE

EXPERIENCE
THE HISTORY

EMPLOYMENT OPPORTUNITY

Village of Stirling Casual Relief/Part Time Administrative Assistant Position

The Village of Stirling is accepting resumes for a Casual/part time administrative assistant position. The successful applicant will report to the Village Administrator and will be responsible for performing a variety of duties related to customer service, basic accounting and office administration.

Your skills and abilities should include:

- A grade 12 diploma, or equivalent.
- Competent oral and written communications with good interpersonal skills.
- Punctual.
- Have a flexible schedule.

Please submit resumes by November 30, 2015 via mail or email to:

Village of Stirling
Box 360, T0K 2E0

or

office@stirling.ca

Or drop off at Village Office at 229 4th Avenue, Stirling

For more information, please contact Mike Selk, CAO at 403-756-3379