



# VILLAGE OF STIRLING

NATIONAL HISTORIC SITE

## EMPLOYMENT OPPORTUNITY

## Administrative Assistant

The Village of Stirling is accepting resumes for a temporary/part time Administrative Assistant position. The successful applicant will report to the Village Administrator and be responsible for performing duties related to the operation of the Village office.

Your skills and abilities should include:

- A grade 12 diploma, or equivalent.
- Competent oral and written communication skills.
- Punctuality.

Please submit all resumes by July 3, 2020, in person or:

By mail: Village of Stirling  
Box 360, Stirling, AB  
T0K 2E0

Or by email:  
[office@stirling.ca](mailto:office@stirling.ca)

For more information, please contact:  
Bev Moreland at 403-756-3379

Only those who are successful will be contacted for an interview  
Hourly wage is dependant on qualifications