



Employment Opportunity

April, 2008

Position: **Administrative Assistant – (Part Time)**

Location: Edmonton Conservation Centre For Excellence
88, 4003 – 98th Street

Responsibilities:

- Assist with the delivery of all resource material, instructional supplies and service demands
- Maintenance of inventory controls and appropriate records
- Maintain and process Canadian Firearms Safety Course reports
- Maintain and process On-Line and Home Study Conservation Education training certification programs
- Receptionist duties for Conservation Education Program areas
- Assistance with the delivery of special projects as assigned

Qualifications:

- Secretarial skills
- Strong public relations and telephone skills
- Self motivated, with a positive attitude
- Sound verbal and written communication skills; a professional approach to all conduct
- Service attitude and team player philosophy; it is critical to integrate with the existing team personnel and volunteers
- Flexibility and the ability to adapt to change are key to success in this position
- Prior experience in a combination of a variety of administrative areas, including organization, facility and record keeping administration
- Background in Conservation Education program area an asset

Salary: To be commensurate with experience and will be reviewed together with detailed job description prior to offer of employment.

Qualified applicants should apply in writing by April 23, 2008 to:

Kelly Semple
Alberta Hunter Education Instructors' Association
88, 4003- 98 Street,
Edmonton, Alberta T6E 6M8

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