

## ADMINISTRATIVE SUPPORT ASSISTANT (RELIEF)

**POSTING No: 3-2017**

**POSTING DATE: JANUARY 11, 2017**

The Strathcona Regional District has an opening for a relief Administrative Support Assistant for approximately six months or until the return of the incumbent whichever occurs first. Under the direction of the Administration Supervisor the Administrative Support Assistant provides support to the program department, on an as required basis, in the absence of the Administration Supervisor and/or Program Support Technician. The Administrative Support Assistant is responsible for facility bookings and inputting program information into CLASS, providing efficient and accurate handling of financial transactions/reporting and providing administrative assistance to all SGRC departments.

### QUALIFICATIONS & EXPERIENCE

#### EDUCATION/CERTIFICATES

- Recreation or Leisure Services Diploma or equivalent
- Post secondary bookkeeping and/or accounting training required
- Accounting or Office Assistant Certificate
- OFA Level 1 Certificate
- Valid Class 5 Driver's Licence

#### EXPERIENCE

- Minimum 2 years related experience providing bookkeeping or accounting services
- Minimum 2 years experience working with CLASS including POS, facility booking, program registration and membership modules

For full details, please see the Job Description at [www.strathconard.ca](http://www.strathconard.ca). The rate of pay for this position is in accordance with the United Steel Workers, Local 1-1937 collective agreement. Those wishing to apply should submit a resume with cover letter via email to: [corporate@strathconard.ca](mailto:corporate@strathconard.ca). Only applicants being considered for interview will be contacted.

**Applications will be accepted until 4:00 p.m. on Tuesday January 18, 2017.**



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[www.strathconard.ca](http://www.strathconard.ca)