



Alberta Assessors' Association

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Administrative Assistant – Member Services Alberta Assessors' Association Edmonton, AB

The Alberta Assessors' Association is seeking an Administrative Assistant to provide support in a small, team-based environment. This dynamic position includes responding to membership enquiries, processing applications, data and records management, assisting with special events, accounts payable/receivable, payroll, web site maintenance, reception and general office duties.

The ideal candidate will have a diploma in Business Administration, or certificate in a related discipline along with some office experience. A minimum of Grade 12, supplemented with post-secondary business courses is required along with strong organizational, computer and interpersonal skills. Knowledge of Simply Accounting and Microsoft Office applications is essential. Prospective candidates should expect some travel in Alberta on a semi-annual basis for conference and training sessions for Association members.

Salary level and hours of work are competitive with some flexibility for negotiation. For a detailed job description, please visit the Employment page of the Alberta Assessors' Association web site at www.assessors.ab.ca. Interested applicants may apply by e-mail at membership@assessor.ab.ca or by fax (780) 487-7505.

This position will remain open until a suitable candidate is found.

