

# EMPLOYMENT OPPORTUNITY

## **Corporate Services Assistant** **Temporary Part-Time Position (0.6 FTE)**

The Town of Redwater is situated just 35 minutes northeast of Edmonton and borders the Alberta Industrial Heartland, this community is poised for significant growth. Redwater offers great recreation, culture, education and health care to the area residents. Visit our website to learn more about our great community:

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

Reporting to the General Manager Corporate Services, this individual will be primarily responsible for the following:

- General reception duties and customer service
- Cash receipting and bank deposits
- Accounts receivable
- Mail administration
- Website maintenance and newsletters
- Records Management/Filing
- Assisting in all areas of the Corporate Services Department where required

The ideal candidate will have:

- Experience with direct customer service and dealing with difficult customers
- Strong interpersonal skills and ability to work within a team environment
- Practical working knowledge and proficiency with computer systems; including Microsoft Office
- Experience with Microsoft Dynamics GP and Diamond is an asset
- Basic understanding of accounting fundamentals
- Effective verbal and written communication skills
- Self-motivated with the ability to multitask

Qualifications:

- High School Diploma
- Work experience with customer service and general accounting functions

*A detailed position description is available on our website: [www.redwater.ca](http://www.redwater.ca)*

Salary range for this position is based on level of education and experience. Position will be on a temporary basis until December 31, 2026, with the potential to move into a permanent role. Please forward your resume and three work related references to:

**Allegra Tingley, General Manager Corporate Services**  
**Town of Redwater, Box 397, Redwater, AB, T0A 2W0**  
**Email: [atinglev@redwater.ca](mailto:atinglev@redwater.ca) Fax: (780)942-4321 Ph: (780)942-3519**

Deadline for submissions of resumes is noon May 1, 2026.

The Town of Redwater thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.