



General Office Worker – Summer Student

Target Start Date: July 4, 2022

Target End Date: August 22, 2022

Number of Positions: One (1)

The successful candidate will possess strong interpersonal and communication skills with the ability to work in a team environment.

Job Requirements:

- Must be safety conscious and familiar with safe work practices
- Will be expected to work alone, as well as with others
- Must be enrolled as a fulltime student at an approved education facility
- Must possess a valid Province of Alberta Class 5 Drivers Licence (or equivalent provincial/territorial licence)
- Must be fully conversant with Microsoft Office software (Outlook, Word, Excel, etc.)
- Safety equipment will be provided

Job Description:

- General office duties
- Marketing and community events assistant
- Social media content development
- Tenant communications
- Database entry
- Other duties as may be assigned from time to time

Conclusion:

This job description describes the major duties of this position but does not preclude other duties being assigned as organizational priorities demand.

Pay Rate: \$15.00/hour

How to Apply: Interested individuals should apply in confidence by end of day, June 22, 2022 to:

Email: n.paish@flyreddeer.com

Mail: 3800 Airport Drive, Springbrook, AB T4S 0E2