



Bonnyville and District Centennial Centre  
-- We do great work because we have great people --

- \* Be part of a fun environment with positive people, programs & events!
- \* Work as a member of our dynamic team in an energetic environment!
- \* Take advantage of a unique opportunity that's right up your alley!
- \* We appreciate your high-standards, and want you to share your talents with us!

The Bonnyville and District Centennial Centre is hiring:

### **ADMINISTRATIVE ASSISTANT - Part-time**

As part of the Administration Team, the Administrative Assistant will work closely with team managers on a variety of tasks and responsibilities including day-to-day operations, finance support, payroll duties, and administrative assistance. The position will report directly to the Assistant Administrative Officer, and will work, on average, twenty-five hours per week.

The Administrative Assistant will provide knowledgeable and professional service to clients and staff. The scope of work will involve gathering, verifying and managing information from employees, updating records and databases, managing daily cash-counts and deposit processes, supporting other financial and cash-based systems, assisting with facility scheduling and booking, and aiding Customer Service Representatives at the Welcome Desk.

We are seeking candidates who enjoy working with the public, have above-average communication and problem-solving skills, are exceptionally well-organized and detail-oriented, and provide exemplary customer service. Candidates must be friendly, self-motivated, team players who are confident multi-tasking and working in a fast-paced environment. Experience in payroll and accounts payable/receivable, fiscal reporting, and strong skills in using Microsoft Office will be considered assets.

Review of applications will start immediately. Qualified candidates should forward a letter of application and detailed resume, stating the position being applied for, to:

Human Resources  
Bonnyville and District Centennial Centre  
Unit 1003– 4313-50th Avenue  
Bonnyville, AB, T9N 0B4  
Email: [admin@centennialcentre.ca](mailto:admin@centennialcentre.ca)



*We would like to thank all applicants for their interest, but only those selected for an interview will be contacted.*