

**County of Two Hills No. 21  
Natural Gas Utility  
Employment Opportunity**

The County of Two Hills Natural Gas Utility has an opening for a full time Administrative Position. The County is seeking an employee with the ability to multi-task, operate in a fast pace environment, handle pressure and deadlines and deal with customers in respectful manner.

- Applicants must have excellent Public Relations and Communication Skills
- Applicants must be proficient in Microsoft Office – Word/Excel/Outlook
- Experience in Rubis Billing Software would be an asset
- Strong accounting experience and data entry skills are required
- Applicants will also carry out general office duties and must have the ability to work independently and in a team environment
- Assume such additional responsibilities as may be assigned

Resumes outlining experience, qualifications, salary expected and two references will be received in confidence until December 21, 2018 or until a suitable candidate has been chosen.

**Submit resume to:**

Selection Committee

County of Two Hills Natural Gas Utility

Box 428 Two Hills AB T0B 4K0

Phone: (780) 657-2446 Fax: (780) 657-2731

Email: [pgordeyko@thcounty.ab.ca](mailto:pgordeyko@thcounty.ab.ca)

*All applicants are thanked for their interest, however only those selected for an interview will be contacted. All resumes and personal information provided herein, will be handled in accordance with the Province of Alberta Freedom of Information & Privacy Legislation.*

