

**County of Two Hills No. 21**  
**Natural Gas Utility**  
**Full-Time Career Opportunity**

**IF YOU ARE LOOKING FOR A UNIQUE CAREER OPPORTUNITY.....**  
**THEN THE COUNTY OF TWO HILLS GAS UTILITY IS INTERESTED IN YOU!**

The County of Two Hills Natural Gas Utility has an opening for a full-time Administrative Position.

Skills we are looking for include but not limited to:

- A lifelong learner with great people skills who enjoys working with customers
- Appreciates working in a team environment
- Working knowledge of Microsoft office
- Accounting background would be a strong asset
- Accounts payable & accounts receivable experience
- Inventory management
- Individual who can handle workflows with accuracy and consistency
- Handle foundational responsibilities from accurate data entry for billing to filing
- A resourceful and innovative individual who thrives at problem solving and critical thinking
- Training will be provided for the best person for this role

The County of Two Hills offers a competitive benefit package and Local Authorities Pension Plan.

Resumes outlining experience, qualifications, salary expected, and two references will be received in confidence until a suitable candidate is found.

Submit resume to:  
Pat Gordeyko, Director of Utilities  
County of Two Hills Natural Gas Utility  
Email: [pgordeyko@thcounty.ab.ca](mailto:pgordeyko@thcounty.ab.ca)

Only candidates who have been chosen for an interview will be notified. All resumes and personal information provided therein, will be handled in accordance with the Province of Alberta Freedom of Information & Privacy Legislation