

## WAGE OPPORTUNITIES

November 29, 2006

### **Administrative/Financial Assistant**

**Alberta Finance, Edmonton** – Are you a quick learner, able to adjust to new duties quickly? We are looking for some great people who would be available to fill current and future short term temporary positions. These opportunities can come up at any time and will give you valuable experience working in a mainly administrative support role. You will put your administrative skills to the test working with Microsoft Word, Excel, PowerPoint, and Outlook. Your good communication and interpersonal abilities will be put to use dealing with managers, executives, co-workers and the general public.

**Qualifications:** High school graduate, experience with the Microsoft Office Suite, and customer service skills are required. Previous provincial government experience is an asset. Accounting/financial experience or courses would be considered an asset for some positions.

NOTE: These temporary positions are usually full-time. Selected candidates will be asked to undergo a security screening. We will be using this posting to fill our future short term temporary vacancies.

To apply, send your resume to [finance-revenue.jobs@gov.ab.ca](mailto:finance-revenue.jobs@gov.ab.ca) or fax it to 422-0421, attention Heather J. Gibson, CHRP, Human Resource Consultant, Alberta Finance, Terrace Building, 9515-107 Street, Edmonton AB, T5K 2C3.

*For further information about Alberta Finance,  
see our website at <http://www.finance.gov.ab.ca>.*