

CAREER OPPORTUNITY
VILLAGE OF FORESTBURG

MUNICIPAL CLERK

The Village of Forestburg is accepting applications for the full time position of Municipal Clerk.

The successful candidate will have experience dealing with the public and be able to effectively manage multiple tasks in a fast paced work environment. Strong communication and computer skills are essential. Preference will be given to candidates with experience in accounting, payroll, accounts payable, accounts receivable and public service experience. The candidate shows proficiency in Microsoft Word, Excel, and Publisher and a willingness to enroll in municipal educational courses.

Salary is negotiable and will be commensurate with experience. A comprehensive benefits package is provided.

Resumes will be accepted until January 20, 2010 and can be mailed, emailed, faxed, or dropped off at:

Village of Forestburg
Attn: Monica Northey, CAO
4902 – 50 Street, P.O. Box 210
Forestburg, Alberta, T0B 1N0

Fax #: 780 582 2233

Email: forestburg-monica@persona.ca

We appreciate the interest of all applicants, but advise that only those selected for an interview will be contacted.