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**Administrative Support
St. Paul Regional Service Centre
Casual Position**

Salary: \$14.34 to \$16.86 per hour plus 11.2% vacation & holiday pay

Portage College is looking to increase our pool of casual Administrative Supports to cover various absences at the St. Paul Campus. Our on-call Admin Supports will provide first contact customer service with students, staff and the general public. Responsibilities include: answering, directing and connecting incoming calls in a professional and knowledgeable manner, receiving and directing visitors, scheduling and coordinating room bookings, responding to information requests, and other administrative duties.

Qualifications

- Diploma or Certificate in Office Administration. Equivalencies may be considered.
- Strong organizational, communication, and multitasking skills are essential, as well as the ability to work independently.
- Proficient with computers, especially MS Office Suite.

Competition Number: 12-ASB1-05

Closing Date: Until suitable candidate is found.

For more information about Portage College, visit www.portagecollege.ca or call 780-623-5597.

Apply to Human Resources at hr@portagecollege.ca, Fax 780-623-5721, or mail to PO Box 417, Lac La Biche, AB T0A 2C0.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.