



Alberta Hunter Education Instructors' Association
911 Sylvester Crescent SW
Calgary, Alberta
T2W 0R8
aheia.com



Job Posting

Administrative Assistant / Receptionist - Calgary Office

The Alberta Hunter Education Instructors' Association is seeking an Administrative Assistant / Receptionist based at the non-profit Association's head office in Calgary.

The position is full time and will commence immediately. The qualifications include:

- Strong administrative skills, cash register experience, basic accounting skills, good telephone skills, strong public relations skills, literacy in Word, Excel, Publisher and Outlook, and familiarity with our Conservation Education program content and philosophy. A detailed job description is available at www.aheia.com under employment opportunities.

Compensation is commensurate with experience.

Reply by email and in confidence to:

Mr. David Dolph
Executive Director
E-Mail: daviddolph@aheia.com