



## **OFFICE ADMINISTRATIVE ASSISTANT**

*Competition #: CC02022026AA*

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

We have an exciting opportunity for 4 **Temporary Office Administrative Assistants** to join our team for the 2026 summer season. This position is funded through the **Canada Summer Jobs** program and provides an excellent opportunity to gain hands-on experience in a municipal setting. *(Start date is contingent upon acceptance of the Canada Summer Jobs grant and will be approximately May 4, 2026)*

### ***THE OPPORTUNITY***

Dependent on qualifications and interest, the positions will support various departments (Finance, Human Resources, Operations, Community Services, and Planning). The Office Administrative Assistant will support a variety of clerical and administrative functions. Responsibilities include: filing and organizing documents, entering information into spreadsheets and databases, preparing letters, forms, and other documents, photocopying, scanning, and digitizing files, answering and directing phone calls, sorting, shredding, and archiving documents, assisting with general office organization, and performing other related administrative duties as required.

Our ideal candidate is detail-oriented, organized, and eager to learn in a professional office setting. They are a strong communicator who can work independently while contributing positively to the administrative team.

### ***QUALIFICATIONS***

The successful candidate will ideally hold:

- Strong organization and time-management skills
- Basic proficiency with Microsoft Office (Word, Excel, Outlook)
- Professional communication and customer-service skills
- Ability to maintain confidentiality and handle sensitive information
- A positive attitude and willingness to learn new tasks
- Previous office or clerical experience is an asset but not required
- Criminal record check with vulnerable sector search will be required after a conditional offer
- A suitable combination of education and experience may be considered

## **ELIGIBILITY – CANADA SUMMER JOBS**

To be eligible for this position, applicants must meet the Canada Summer Jobs program requirements:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person granted refugee protection
- Be legally entitled to work in Canada
- Have a valid Social Insurance Number at time of hire
- International students are not eligible, as per program guidelines

*(These eligibility criteria are established by the Government of Canada's Canada Summer Jobs program.)*

## **WHY CYPRESS COUNTY?**

Cypress County offers:

Competitive salary

- A 35-hour work week.
- Support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website, [www.cypress.ab.ca](http://www.cypress.ab.ca).

## **HOW TO APPLY**

If this opportunity interests you, please forward your resume and cover letter no later than:

**4:30 p.m. on Friday, April 3, 2026, to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)**

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

**Subject Line Example:** Competition CC02022026AA – First Last

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time  
but only those under consideration will be contacted.*