

## **SECRETARY/RECEPTIONIST**

St. Albert the Great Parish (10 Prestwick Drive SE, Calgary) has an opening for the position of Receptionist/Secretary. This is a permanent full-time position, Monday to Friday from 8:30am – 4:30pm. The successful candidate will possess good interpersonal and communication skills as well as be proficient in all Microsoft applications. : This employment opportunity will be posted until the competition closes on March 31, 2017.

For information and job details, interested candidates should forward their resume with a cover letter by email to: [hr@st-albert-parish.com](mailto:hr@st-albert-parish.com)