

Town of Alberton

PO Box 153
Alberton
Prince Edward Island
C0B 1B0 Canada



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The Heart of West Prince

PUBLIC NOTICE **Posted 27 January, 2010**

Employment Opportunity - Administrative Assistant

The Town of Alberton invites resumes from qualified individuals for the position of part-time administrative assistant. The position requires completion of Grade 12 and accreditation in secretarial and bookkeeping from a recognized institution. Successful candidate must supply a criminal background check. Please forward resumes no later than February 4, 2010 at 11:00 am to:

Town of Alberton
PO Box 153
Alberton, PE
C0B 1B0

Fax 902-853-2314

email susan@townofalberton.ca

Only those candidates selected for an interview will be contacted.