



G.L.D.C. Gas Co-op Ltd. is currently seeking an

## **Assistant Office Administrator / Receptionist**

Full time

Gull Lake Deer Creek Gas Co-op Ltd. is centrally located in Rimbey, Alberta, and serves approximately 3000 members within a Franchise area covering 2435 square km's. We are a member owned Utility and have been providing safe, reliable Natural Gas Service since 1968.

For more information on G.L.D.C. Gas Co-op Ltd. please check out our website at:

[www.gldcgas.com](http://www.gldcgas.com)

The successful applicant will be a detail-oriented person with exceptional interpersonal skills, as well as strong computer skills (Windows 10, MS Word, Excel, Outlook & Teams). Duties will include telephone and front counter reception duties, along with general administrative duties including website maintenance/member communications. This person will be asked to fulfill the duties of our Health Safety Representative (training provided). Other general duties to include assisting with bill processing, digitizing files, errands and recording meeting minutes as needed.

G.L.D.C. policy requires applicant be double vaccinated for COVID-19, and possess a valid Class 5 license. You will be asked to bring proof of vaccination and a current drivers abstract if invited for an interview.

G.L.D.C. offers a competitive wage and benefits package, along with an excellent working environment.

Please forward your resume to:

G.L.D.C. Gas Co-op Ltd.

Attention Don Hoskin

Box 1909 Rimbey, AB. T0C 2J0

Email: [don@gldcgas.com](mailto:don@gldcgas.com)

**Only applicants selected for an interview will be contacted. No phone calls please.**

**Deadline for Application: Monday, January 10<sup>th</sup>, 2022**