



The Town of Gibbons is accepting resumes for the following position:

**POSITION TITLE:** Gibbons Family Resource Centre Receptionist  
**REPORTS TO:** Community Services Director  
**WORK WEEK:** Contracted 3-month term: Full-time 32.5 hours/week.

The Town of Gibbons is seeking a highly skilled, ambitious, and dynamic professional to provide reception and information services at the Gibbons Family Resource Centre.

### **Qualifications and Requirements:**

- Delivery of professional, competent, and confidential client services related to simple enquiries and/or complex needs.
- Superior communications skills (verbal and written) and comfort working with a variety of socio-economic groups.
- Sound knowledge and understanding of communication processes both internal and external to an organization.
- Analytical and creative thinking skills e.g. ability to solve problems, make decisions, negotiate and deal effectively with people.
- Minimum Education a Grade 12 Diploma. 1-3 years' experience in a Customer Service Role or Community Services setting would be an asset.
- Strong Computer skills in Microsoft Office Suite.
- Adeptness in the use of social media.
- Standard First Aid/CPR would be an asset.
- Acceptable Police Information Check with vulnerable sector screening, clear Intervention Record Check.
- Must have a Valid Class 5 Driver's License

Starting Rate of Pay \$20.00-\$23.00 per hour.

For more information call 780-923-3331. Please forward: resume, covering letter and references to:

Stephanie Peters, Community Services Director, Town of Gibbons  
P.O. Box 68  
Gibbons, AB T0A 1N0  
Fax: (780) 923-3691  
Email: [speters@gibbons.ca](mailto:speters@gibbons.ca)

Only those selected for an interview will be contacted. **Posting closes June 11, 2021.**