

The Indus Community/Petroleum Industry Association (IC/PIA), a local synergy group that addresses issues and concerns regarding the energy industry within the areas of Indus, Dalemead, Langdon and Shepard, is looking for an Administrator. The successful candidate must be enthusiastic, reliable and have good communication skills.

Duties include;

Not expected to be more than 10 hours per month:

- Organize Information Exchanges
- Manage emails, website and contact lists
- Organize, coordinate, schedule and record meetings
- Provide general office support duties, that may include word processing, photocopying, filing
- Financial maintenance; annual report and ongoing transaction tracking including invoicing/banking

Qualifications;

- High School diploma; post secondary education or student in Office Administration or Public Relations would be considered an asset
- Excellent organizational, communication and computer skills
- Ability to work independently while contributing to team success
- Proficiency in using the Internet for research purposes

The position pays a monthly honorarium of \$300. Benefits include attendance to the annual Synergy Alberta Conference with all expenses included.

Please submit resume to Marilyn Christensen at mykeeper@telus.net no later than 4:00 pm July 3, 2007.