



Career Opportunity

Corporate Services Department | Temporary Full-Time Position (Maternity leave-12 to 18 months) | Monday - Friday | 8:30am - 4:30pm

The Opportunity

Lacombe County is seeking a **Temporary Receptionist** to support the organization during an upcoming maternity leave. (Coverage for approximately 12-18 months). This front line, high impact position serves as the welcoming face and voice of the organization and is often the first point of contact for residents, businesses, and visitors.

The Receptionist helps ensure guests feel informed, supported, and confident in their interactions with the County, while coordinating the daily flow of activity at the main reception desk.

Key Responsibilities

- Assist the general public and employees with inquiries in a professional and timely manner both in person and over the phone.
- Process incoming and outgoing mail and monitor the general email account.
- Prepare tax certificates and searches. Prepare the invoices as applicable.
- Process payments received by mail, over the counter, and online.
- Provide assistance with the processing of accounts payable and accounts receivable.
- Perform data entry of weekly timesheets, journal entries, AR entries, AP entries, etc.

Key Qualifications

- Grade 12 diploma supplemented by a minimum of 2 years of office experience. Related post-secondary education (e.g. Office Administration certificate, Business Administration diploma etc.) is an asset.
- Demonstrated proficiency in MS Office applications is required with the ability to learn relevant software applications. Strong keyboarding skills required.
- Must have great organizational, interpersonal and public relations skills with an emphasis on excellent written and verbal communication skills.
- Basic accounting knowledge with previous experience with accounts receivable/accounts payable is an asset.
- Must have a proven ability to interact with others in a calm, courteous and respectful manner.

Why Lacombe County?

- Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package, including vacation days, flex days, and a **comprehensive Health & Dental Benefits program** for you and your family *plus* an annual health/wellness spending account.

If you are a professional with an understanding of administrative principles, a strong commitment to public service, and a passion for making a positive impact, we invite you to apply and help us build a safe, vibrant, and innovative community.

**To express interest, please forward your application no later than
March 9, 2026 to: hr@lacombecounty.com.**

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Please note: All applicants must be legally entitled to live and work in Canada.
This competition may remain open longer until a suitable candidate is found.