



# We are recruiting an **ADMINISTRATIVE ASSISTANT**

Join our Returning Office team in

Are you a committed, community-minded individual interested in conducting the next provincial election? We want to hear from you!

You will help to administer the election in your area by:

- **Overseeing** the special ballot voting process
- **Serving** electors, candidates, and election officers in-person, by email, and over the phone
- **Ensuring** that all election data, including election results and payroll information, is entered accurately
- **Preparing** election supplies for use at voting places.

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*Democracy is counting on you!*

For more details and to start the application process, visit  
[www.elections.ab.ca/jobs](http://www.elections.ab.ca/jobs)