



**Alberta Hunter Education Instructors' Association**  
**911 Sylvester Crescent SW**  
**Calgary, Alberta**  
**T2W 0R8**



## **Job Posting**

### **Administrative Assistant / Calgary Firearms Centre**

The Alberta Hunter Education Instructors' Association is seeking an Administrative Assistant based at the non-profit Association's office in Dewinton, south of Calgary.

The position can be full or part time depending upon the applicant and will commence immediately. The qualifications include:

- Strong administrative skills, cash register experience, basic accounting skills, good telephone skills, strong public relations skills and more. A detailed job description is available at [www.aheia.com](http://www.aheia.com) under employment opportunities.

Compensation is commensurate with experience.

Reply in writing no later than March 23, 2018 and in confidence to:

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President  
Alberta Hunter Education Instructors' Association  
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