



The Crestwood Curling Centre in Edmonton is a busy 6 sheet curling facility that is open seven days a week. We are looking for a part time Administrative Assistant with a flexible schedule working approximately 20 hours a week. The Administrative Assistant will report to the General Manager & Assistant manager. The position involves a variety of duties including providing administrative support to members and guest, assist with rentals and function, have knowledge with all social media platforms.

This position requires an outgoing, organized, team player with a positive attitude.

Please submit your resume in confidence to the attention of Darcy Hyde.

14317 - 96 Avenue, Edmonton, AB. T5N 0C5

E-mail: [gm@crestwoodcurling.com](mailto:gm@crestwoodcurling.com)

*All applicants are thanked for their interest; however, only those under consideration will be contacted.*