



JOB OPPORTUNITY ADMINISTRATIVE ASSISTANT/ RECEPTIONIST - FINANCE

The opportunity

Leduc County is looking for an experienced and highly motivated Administrative Assistant/Receptionist to join our team. Reporting to the Director - Finance, this exciting provides front line service delivery to residents and stakeholders, and administrative support to the department. Through a solution oriented approach, the administrative assistant is a key contributor to the achievement of the department's operational deliverables.

About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County's operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

You are a focused administrative assistant professional with strong verbal and written communication skills who has a proven record producing reports and documents in various business formats that are error free and grammatically correct. You can provide consistent, friendly, professional customer service while dealing with ongoing change, regular interruptions and pressure of deadlines.

If you have a keen eye for detail and can multitask and stay organized while working under pressure, prioritizing tasks, and quickly adapting to change, keep reading because we want to hear from you!!

What you will do

- Greets visitors in a professional and friendly manner (in person, electronically and by telephone), responds to inquiries and directs to the appropriate person or department.
 - Operates the switchboard and acts as the primary emergency system contact.
 - Prepares tax certificates as requested.
- Performs general administrative tasks:
 - Coordinates various departmental meeting logistics and documentation.
 - Maintains department files and databases.
 - Drafts, formats and proofs various types of documents.
 - Receives payments for services provided by the County.
 - Organizes department budget binders.
- Enters journal entries into the financial software.
- Maintains corporate stationery, postage and coffee supplies.
- Assists with tax, utility and accounts receivable account inquiries.
- Provides administrative support to the director and department staff as required.
- Assists other departments with administrative support as required.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

Certification in office administration and three (3) years of reception experience along with proficiency in Microsoft Office applications, including word processing, spreadsheets, databases.

Nice to have

Familiarity with other software programs is an asset.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between **\$54,211 - \$67,764**, municipal pension plan, three-weeks vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.

