



JOB OPPORTUNITY ADMINISTRATIVE ASSISTANT SAFETY CODES

The opportunity

Leduc County is looking for an experienced and highly motivated Administrative Assistant – Safety Codes in the Planning and Development department to join our team. Reporting to the Manager – Safety Codes, this exciting opportunity 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 serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment, and 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. If your project coordination, multitasking and organizational skills are second to none and you excel at working under pressure, prioritizing tasks, quickly adapt to change and have a keen eye for detail, 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.
 - Informs residents, developers, and contractors of policies, legislation and regulations, permit requirements and the information required to complete applications.
 - Follows up with the applicant/owner on incomplete applications as required.
- 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.
 - Collects data and prepares monthly statistical reports relating to safety codes permits for internal and external end-users (i.e. administration, Council, Provincial, and Federal agencies).
- Reviews submitted safety code permit applications for completeness and verifies that they meet Provincial legislation/regulations and Leduc County Quality Management Plan standards.
 - Provides administrative support to the manager and department staff as required.
 - Assists other departments with administrative support as required.
 - Provides coverage for Planning and Development reception and lunch-hour County Centre front desk reception duties on a rotational basis with other administrative assistants.
 - 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 successful completion of the Safety Codes Council Permit Issuers course. At least three (3) years of administrative experience with a minimum of three (3) years' experience in a planning and development setting. Proficiency in Microsoft Office applications, including word processing, spreadsheets, and databases is also required.

Nice to have

Knowledge of land development and construction and related legislation along with familiarity of other software programs are assets.

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 between **\$52,632 - \$65,790**, municipal pension plan, (3) three-week 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 opportunity is in our Leduc County office 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.

