



JOB OPPORTUNITY ADMINISTRATIVE ASSISTANT

The opportunity

Leduc County is looking for an experienced and highly motivated Administrative Assistant – Parks and Recreation to join our team. Reporting to the Director - Community Services, this exciting opportunity provides front line service delivery to residents and administrative support to the department in order to ensure effective and efficient department operations. Through a flexible, solution oriented approach, the administrative assistant is key to the execution of the department's 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 have strong verbal and written communication skills who can produce reports and documents in various business formats that are error free and grammatically correct. You provide consistent, friendly, professional customer service while dealing with ongoing change, regular interruptions and the pressure of deadlines.

If your multitasking and organizational skills are second to none and you excel at working under pressure, prioritizing tasks, quickly adapting 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.
 - Assists with campground inquiries and operations.
 - Keeps abreast of county run programs, recreational groups, and recreational facilities throughout the County providing references and contact referrals to support Leduc County residents.
- Performs general administrative tasks:
 - Coordinates various departmental and corporate committee meeting logistics and documentation.
 - Maintains department files and databases.
 - Drafts, formats and proofs various types of documents.
 - Provides support for the Leduc County Library Board.
- Maintains, updates and provides support to campground staff relating to the campground reservation software system.
- Monitors and provides updates to parks and recreation information on the website.
- Provides administrative support to the director and department staff as required.
- Assists other departments with administrative support as required.
- Provides cover for 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 and assigned.

What you need to succeed

Must-have

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

Nice to have

Familiarity with other software programs and databases for presentations, report writing, data and financial management 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 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.

