



Business Licence Administrator

Permanent, Full-Time – 35 hours per week
\$55,801.20 - \$69,760.60 per annum

Come work with us!

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

What is the Opportunity?

We are currently recruiting a permanent, full-time **Business Licence Administrator** for our Economic Development department.

Reporting into the Manager, Economic Development, the Business Licence Administrator is one of the first points of contact for a new business owner or operator. In this role you have the important task of showcasing the City as a supportive resource for our business community.

The successful candidate will work in a collaborative environment with the Planning and Economic Development team while building strong relationships within and outside the organization to contribute to the building of our City. Our larger team provides a variety of services including planning, development, economic development and safety codes. We have a great team and we're looking forward to welcoming another positive team member who is focused on continuous improvement and who can contribute to the advancement of economic prosperity.

What will you do?

- Ensure all business licence applications and taxi operator permit applications are processed accurately in accordance with the Land Use Bylaw, Safety Codes Act, the Municipal Government Act, Business licence and taxi bylaws, and internal policies and procedures.
- Review and issue business licences, maintain the licencing information on a database, perform regular inspections and conduct enforcement as required.
- Provide exceptional customer service to business owners, the general public and City staff by phone, email or in person with all things related to business licences & taxi permits.
- Provide general information to new business owners or operators and refer them to the Economic Development Officer for assistance with start-up supports.
- Work closely with Development Officers and Safety Codes Officers to refer applicants to other services they may require to start their business, including development permits of building permits
- Inspect businesses and contractors on construction sites for a valid business licence.

- Calculate, prepare and distribute month-end licencing reports.
- Review applications including internal and external consultation for issuance, and where necessary revoke or refuse licences.
- Liaise with Enforcement Services for non-complying businesses and where necessary, issuances of fines and/or violation tickets.
- Analyze process delivery and provide feedback to manager for points of improvement.
- Request and compile accurate and relevant business data.

What do you need to succeed?

- High School Diploma and/or completion of a diploma training program at a college or technical school.
- Minimum 1-3 years' experience in an office environment.
- Strong written and verbal communication skills with experience providing superior customer service.
- Municipal planning, economic development or experience working in a private business is preferred.
- Comfortable using and learning different software applications and supporting others in their use.
- Workday, Cityview, or other electronic permitting software experience is considered as a significant asset for this position, however, training can be provided as needed.

MyRewards@COL

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Flexible work arrangement including participation in an attractive Earned Day Off program (every 2nd week)
- Starting at 3 weeks' vacation per year
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidate must be willing to provide CRC at own expense.

If this sounds like you, please apply through our website at www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on 5 March, 2024. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be selected.