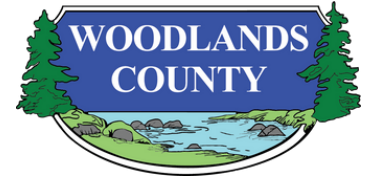


EMPLOYMENT OPPORTUNITY

WOODLANDS COUNTY



About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



Submit your cover letter and resume by referencing the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Position Type

Permanent
Full-time (36.25 hours/ week)

Hours of Work

Monday to Friday
8:15 am - 4:30 pm
Some evenings and weekends required

Competition Close Date

Friday, March 1, 2024

Administrative Assistant, Protective Services & Economic Development, Whitecourt

Competition No: 2024-007

This permanent position will support Protective Services and Economic Development by performing administrative duties, such as managing correspondence, scheduling meetings, and maintaining records.

Functional Responsibilities:

- Prepare for Fire Chiefs meetings and aid the Economic Development Officer with board meetings by handling agendas, packages, minutes, technology, attendance, and minute-taking, and assist in drafting "Request for Decision" documents and Council agenda presentations as needed
- Coordinate and organize advertisements in compliance with advertising policies
- Assist in routine reporting, including verifying financial statements and managing emails, and support the departmental budget preparation and maintenance, including generating purchase orders
- Ensure strict confidentiality and discretion when handling sensitive information
- Utilize software for data entry and reporting across all fire department operations
- Assist in organizing fire department recognition events and administering the Disaster Recovery Program
- Serve as an active member of the Woodlands County emergency management response team during emergencies
- Assist with Board expense claims, conference bookings, and event arrangements for the Economic Development Officer and Committee members
- Perform research, analyze trends and identify business opportunities and support the implementation of the County's Strategic and Tactical Business Plan goals

Functional Requirements:

- Exceptional data entry and communication skills, both written and verbal
- Strong organizational skills and ability to determine efficiencies in regular tasks
- Ability to work independently with minimal guidance and in a team setting
- Highly motivated with a collaborative team spirit

Qualifications & Education Requirements:

- Office Administration Certificate or Business Diploma or equivalent experience
- Strong proficiency in Microsoft Word, Excel and PowerPoint
- Familiarity with GIS mapping considered an asset
- 3 or more years practical experience in Municipal Government considered an asset
- Valid Class 5 driver's license

Contact Us

p. 1-888-870-6315 e. hr@woodlands.ab.ca
PO Box 60, 1 Woodlands Lane, Whitecourt, AB, T7S 1N3