Administrative Assistant, Engineering and Environment

Permanent, full-time – 35 hours per week
$55,801.20 - $69,760.60/ annum
(Salary currently under review)

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, with a track record for growing and promoting our people then this may be your opportunity for.

What is this opportunity?

We are currently recruiting a permanent, full-time Administrative Assistant, Engineering and Environment.

Reporting to the Director, Engineering and Environment, this position provides administrative support to the department and several boards and committees (i.e. the Traffic Advisory Committee and the Leduc Environmental Advisory Board). This position also oversees inquiry resolution on the city's waste collection, coordinates cemetery plot assignment, and assists and participates in environmental events.

What will you do?

- Engineering and Environment project support including directing inquiries and taking appropriate action for all incoming calls and in-person requests
- Agenda preparation and distribution, and recording of minutes for the Traffic Advisory Committee and Leduc Environmental Advisory Board, the latter requiring one evening meeting per month.
- Assist and attend environmental events, i.e. Arbour Day
- Administer the TRAVIS MJ system to permit over-weight and over-dimensional vehicles traveling through the City
- Maintain office supplies and general inventory
- Assist with maintaining miscellaneous databases and compile related reports, including MasterCard statements
- Assist Leduc cemetery clients in making arrangements; maintain cemetery related records and legal filing system; receive and process funds for burials; complete necessary paperwork for filing purposes; coordinate with Public Services for burial and monument requests
- Creation and maintenance of files (both paper and electronic) using the City's Corporate Records System

What do you need to succeed?

You are an ideal candidate if you have the following:
- High School Diploma supplemented by administrative courses, or a diploma from an accredited business school or college.
- Minimum 1 year secretarial/administrative experience in a demanding, fast-paced office environment

- Strong computer skills in MS Office applications with the ability to learn new applications
- Excellent independent organizational and time-management skills with the ability to multi-task and prioritize workload efficiently
- Excellent interpersonal and communication skills to enable teamwork and promote positive internal/external customer service
- Knowledge of Freedom of Information and Protection of Privacy Act (FOIP) and experience working in Municipal government experience would be an asset

MyRewards@COL

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

Successful candidate must be willing to provide a current Criminal Record Check at own expense.

If this sounds like you, we want to hear from you! To apply, please visit our website at: www.leduc.ca/careers

Competition closes at **11:59 pm (MT) on June 6, 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 contacted.