



A great place to work starts with you!

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial, and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretches over 2438 sq. km. of picturesque landscapes.

Now Hiring: Executive Administrative Assistant to the General Manager (Competition #24-51)

Parkland County has an opportunity for a *permanent, full-time* Administrative Assistant position in the Executive Administration Department. Under the direction of the General Manager, Development Services, this position will work in a confidential capacity to provide support services to the division. The Executive Administrative Assistant is responsible for providing proactive support to the General Manager including calendar management, daily planning and preparation; organizing meetings; and managing emails as needed. This position also prepares various meeting agendas and minutes, manages Executive Administration records as Designated Records Contact and performs support duties for associated departments as required.

The ideal candidate for this position will have the following:

- High-school Diploma with some post-secondary coursework in a related discipline such as Office or Business Administration.
- A minimum of five to seven years of related experience with a minimum of two to four years of senior level administrative support.
- Previous Municipal experience would be considered an asset.
- Excellent writing, editing and proofreading skills including the ability to prepare agendas and record accurate meeting minutes.
- Computer proficiency including Microsoft Office and creating and maintaining electronic files.
- Excellent organizational, time management and problem-solving skills.
- Exceptional customer service skills, including anticipating needs and performing all tasks in a professional manner.
- Valid Class 5 Driver's License. Upon hire, a satisfactory current Driver's Abstract must be provided.

The total rewards package for this position includes:

A starting annual salary of \$61,800 - \$77,300 based on a 35-hour work week and option to join the Earned Day Off Program.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, flexible work arrangements allowing hybrid-remote work options (based on position's needs), and personal days are offered. Our organization offers access to physical fitness, including an employee on-site gym and lunch exercise programs, a Social Club, a wellness & health committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view this position's complete Total Rewards Package!

Additional Information

Interested Candidates are Invited to Apply Online at careers.parklandcounty.com by Friday, July 19th at 4:00 p.m.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com

