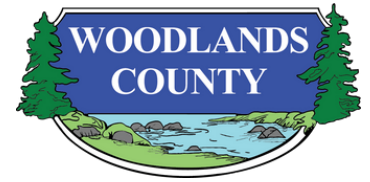


EMPLOYMENT OPPORTUNITY

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

Temporary
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

Open until Filled

Executive Assistant, Whitecourt Temporary (1-Year Term)

Competition No: 2024-013

The Executive Assistant provides support the Chief Administrative Officer (CAO). A member of the senior management team, the individual assists the CAO, Council, and Council Committees. This position is responsible for correspondence, scheduling and recordkeeping for the CAO office and Council.

Functional Responsibilities:

The position is responsible for:

- Provide confidential administrative support to the CAO and Council
- Responsible for the preparation of Council meetings, including creating and reviewing documents, recording and disseminating minutes, meeting room preparation, and coordinating meals
- Provide support to Senior Management Team meetings, including preparing agendas and summarizing meeting actions
- Coordinate appointments, meeting and conference attendance, including calendar management, invitations, and travel bookings
- Create a variety of correspondence on behalf of the CAO and Council
- Administer Commissioners of Oaths for the municipality and public request
- Act as the FOIP Coordinator handling all FOIP inquiries and requests and provide advisory services to the CAO, SMT and Council in matters relating to the Freedom of Information and Privacy Act (FOIPP)
- Act as program administrator for iCompass, ensuring accurate and timely records, and support staff with training and procedures
- Responsible for the coordination and processing of MasterCard reconciliation and expense reports
- Ability to plan and coordinate events and functions
- Coordinate and implement the County's records management program
- Track and approve financial expenditures ensuring accurate record-keeping
- Maintain filing systems with a high level of attention to detail

Functional Requirements:

- Strong competency in all Microsoft Office applications
- Proven multi-tasking, time management, and organizational skills
- Ability to work independently with minimal guidance and in a team setting
- Highly motivated with a proactive approach to projects and on-going tasks

Qualifications & Education Requirements:

- Certificate in office administration, public administration, or related field
- A minimum of three (3) to five (5) years of related experience, preferably in a municipal setting
- Experience working with Council, Boards, and Committees
- NACLA certificate, considered an asset
- Possess a 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