

Job Title: Senior Administrative Assistant

Requisition ID: 3159

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Division/Department: Corporate Services, Financial Services

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 23/11/2024

Closing Date (dd/mm/yyyy): 01/12/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Senior Administrative Assistant is responsible for providing coordination and support for their department, including all administrative activities that are essential to upholding the day-to-day department initiatives as implemented by their Director. This position will be required to mentor other administrative staff, participate in team projects, and performs other duties as required.

RESPONSIBILITIES:

Primary responsibilities of this position include:

General Administration: Creates, and maintains all documents, invoices, files, expenses, spreadsheets, statistical reports, presentations, and other related documentation. Manages the calendar of assigned staff. Provides scheduling support by booking appointments and assigning meeting rooms. Ensures internal and external inquiries are appropriately handled or redirected.

Information Delivery Support: Develops, researches, compiles, tracks, and assembles information for budgets, systems, procedures, registrations, claims, and reports. Maintains department intranet and information systems to ensure they are accurate and up-to-date.

Department Support: Leads, mentors and coaches corporate staff on departmental and organizational processes. Coordinates, assigns, and delegates staff on behalf of the Director. Liaises with outside organizations and government agencies. Ensures inquiries are appropriately handled or redirected on behalf of the Director. Coordinates meeting requirements. Performs other duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates need to show evidence of the following:

- Demonstrates a high degree of professionalism, discretion, confidentiality, and independence.
- Strong listening, communication, interpersonal and organizational skills.
- Effective decision-making skills with the flexibility to manage a broad range of complex activities.
- Ability to effectively interact with internal and external clients and stakeholders at all levels while maintaining excellent customer service.
- Demonstrated ability to work within a team environment.

- A self-starter who can perform in a fast-paced project environment and work within tight deadlines by organizing workload and setting priorities.
- Ability to analyze information from various sources to identify issues and problems.

EDUCATION AND EXPERIENCE:

- A Diploma in Business or Office Administration is required.
- An equivalent combination of education and experience may be considered.
- Five (5) years of related administrative experience at a senior level is required.
- Previous municipal experience is an asset.
- Experience working in a public-sector environment with unionized and non-unionized employees considered an asset.

OTHER REQUIREMENTS:

- A valid Class Five (5) Alberta Operator's license is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

**Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**