



The opportunity

Leduc County is looking for an experienced and highly motivated Administrative Assistant to join our team. Reporting to the Director – Road Operations, Fleet and Agricultural Services, this exciting opportunity provides front line service delivery to residents and stakeholders, and administrative support to the department. Through a solution oriented approach, the administrative assistant is a key contributor to the achievement of the department's operational deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you have an eye for detail, are able to contribute effectively in a team environment and provide consistent, friendly, professional customer service to internal and external customers in the face of ongoing change, regular interruptions and the pressure of deadlines, and if you excel working under pressure, with forward-thinking, problem-solving, strategic planning and quick adaptability to change, keep reading because we want to hear from you!

What you will do

- Greets visitors in a professional and friendly manner (in person, electronically and by telephone), responds to inquiries and directs to the appropriate person or department.
 - Enters and maintains data relating to resident requests/complaints and forwards information for action.
- Performs general administrative tasks:
 - Coordinates various departmental and corporate committee meeting logistics and documentation.
 - Maintains department files and databases.
 - Drafts, formats and proofs various types of documents.
- Provides administrative support to the dust suppression, snow removal and gravel hauling programs in coordination with the Manager - Operations and the Area Foremen.
 - Processes applications and payments.
 - Maintains and maps data.
 - Provides progress reports.

- Provides administrative support to the Road Use program and community use of roads in coordination with the Manager - Operations and the Area Foremen.
 - Prepares agreements for execution and collects securities.
 - Maintains and maps data.
 - Confirms agreement conditions are met prior to closing files and returning securities.
 - Assists with and distributes temporary road closure permits, and liaises with permit providers, Area Foremen, and Enforcement Services to approve special permitting.
- Provides administrative support to the director and department staff as required.
- Assists other departments with administrative support as required.
- Provides coverage for lunch-hour County Centre front desk reception duties on a rotational basis with other administrative assistants.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- Certification in office administration and three (3) years of administrative experience.
- Proficiency in Microsoft Office applications.
- Ability to produce documents in various business formats that are error free and grammatically correct.
- The ability to follow verbal and written instructions and procedures, prioritize tasks and work independently.

Nice to have

- Familiarity with other software programs.
- Knowledge of municipal road operation processes and related legislation.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$57,230.00 and \$71,539.00 and flexible work options that include: a one day/week hybrid work from home; Earned Day Off (EDO) program and others.

The opportunity is temporary full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via our website at Leduc-County.com.

We thank all applicants however only those selected for an interview will be contacted.

