

# ADMINISTRATIVE ASSISTANT CAPITAL PROJECTS

Position ID: J1224-0217

Job Type: Full Time

Department: Capital Projects

Number Of Positions: 1

Min Salary: \$59,488.00/Year

Max Salary: \$74,360.00/Year

Closing Date: January 06, 2025

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

## The Opportunity:

Reporting to the Team Leader of the Capital Projects Office, this position will primarily provide administrative project support to Project Managers in executing assigned projects. The Administrative Assistant duties align with the business unit accountabilities to ensure that all projects are completed on time, within budget and meet quality standards.

Other responsibilities include:

- Provide support to Project Manager(s) in executing assigned project(s)
- Electronic document management, project file set up, maintenance and archiving
- Assist in initiatives to improve production processes, policies, models, and technology utilization
- Prepare documents and correspondence such as business letters, memos, charts, emails, legal documents, inputting, formatting, editing, filing, photocopying, and transmitting data
- Organize and coordinate internal and external meetings and events, prepare agendas and meeting minutes as necessary
- Manage project-related inquiries and/or escalations and provide appropriate responses in a timely manner
- Strong interpersonal skills to communicate effectively with city residents, internal and external stakeholders and leadership teams on the status of projects and ensuring updates are communicated accordingly
- Prepare road closure notifications, create maps using City applications, distribute closure notifications "door knockers" to businesses and residents, post updates on the city's website and ensure all documentation is updated accordingly
- Review website content for accuracy and update as needed
- Document, track, and diligently follow up on various action items and tasks, maintaining clear records to ensure accountability and timely completion

### **You Bring:**

- High School Diploma or GED
- Diploma or certificate in Business Administration or equivalent work experience
- Valid Class 5 Driver's License would be an asset
- Previous experience supporting multiple concurrent projects in various stages of the project lifecycle, with multi-million-dollar budgets
- Advanced level skills in MS Office, Bluebeam and/or Adobe pro, Visio, and SharePoint
- Intermediate level skills in Microsoft Project
- Project Management experience/training, CAPM would be an asset
- Ability to work independently with minimal supervision in a team environment, demonstrating sound judgment and initiative to establish priorities and meet client expectations and deadlines
- Strong work ethic and desire to achieve project goals
- Strong ability to work collaboratively within the department, the organization, and consultants and contractors
- Strong communication and presentation skills, both oral and written
- Demonstrated tact and diplomacy in order to establish effective working relationships with external and internal stakeholders
- Demonstrated ability in customer services

### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also enjoy:

- First-in-class pension plan
- Excellent health, dental, paramedical, and benefits plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

### **Additional Information:**

This full time position (37.5 hours per week) includes a comprehensive pension and benefits package.

Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

### **Next Steps:**

Candidates are invited to apply online at [www.Airdrie.ca](http://www.Airdrie.ca)

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.