



AGRICULTURAL SERVICES ASSISTANT

Permanent / Full-Time

Red Deer County isn't just a workplace—it's a thriving community where every role makes a difference. We foster a first-class environment grounded in trust, respect, shared responsibility, and open communication, empowering both personal and professional success.

Red Deer County is excited to welcome a dynamic and enthusiastic **Agricultural Services Assistant** to our team! This role is a fantastic opportunity to make a meaningful impact in our community by supporting the Agricultural Services Department with top-tier administrative and customer service excellence.

Key Responsibilities

- Provide administrative and clerical support, including managing records, databases, and reports.
- Deliver exceptional customer service as the department's first point of contact.
- Record and manage complaints and service requests for follow-up.
- Support the Agricultural Service Board (ASB) with meeting preparation, agendas, and minutes.
- Assist with planning, scheduling, and hosting agricultural events, workshops, and meetings.
- Prepare cost-recovery invoices and coordinate with the Finance Department.
- Update the County website and share agricultural updates with the community.
- Create promotional materials for departmental initiatives.
- Monitor seasonal staff adherence to safety protocols.
- Manage office supply requests and ensure compliance with County policies.
- Undertake additional projects and responsibilities to support department goals.

What You Bring to the Team

- A post-secondary certificate or diploma in office administration, coupled with a minimum of three (3) years related experience. An equivalent combination of education and experience may be considered.
- A positive and professional demeanor, with strong interpersonal and customer service skills.
- Exception written and verbal communication abilities.
- Proficiency in Microsoft Office (Word, Excel, Outlook); experience with MS Publisher is an asset.
- High attention to detail, strong organizational skills, and the ability to manage multiple priorities.
- A self-starter who thrives in a collaborative, fast-paced environment.
- Knowledge of agricultural practices and/or experience in local government is an asset but not required – enthusiasm and willingness to learn are key!
- A commitment to confidentiality and integrity.

- An acceptable Criminal Record Check.
 - Experience in a local government environment is considered an asset.
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Why You'll Love Working with Us

At Red Deer County, we prioritize the well-being and work/life balance of our employees, ensuring you have time for both your career and personal life. Joining our team means becoming part of a supportive and inclusive environment that values innovation, positivity, and growth.

As a Red Deer County employee, you'll enjoy:

- **Excellent Work/Life Balance:** Regular hours, occasional flexibility, and a commitment to employee well-being.
 - **Comprehensive Benefits:** Access to a competitive benefits package, including health, and dental coverage, along with pension contributions.
 - **Professional Development:** Opportunities to learn and grow through training and workshops.
 - **Community Impact:** A chance to make a meaningful difference in the lives of County residents and the agricultural community.
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Additional Information

Position Type: Permanent, Full-Time

Department: Operations - Agricultural Services

Reports To: Agricultural Services Manager

Hours of Work: Monday to Friday, 8:30 AM – 4:30 PM (35 hours per week, with occasional flexibility required)

Starting Salary: \$64,093.00 (\$35.22/hr)

Application Details

Are you ready to grow your career with Red Deer County? Submit your cover letter and resume, quoting the position title, no later than **midnight., Sunday, January 26, 2025**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



Join us at Red Deer County and make a meaningful impact!

***** A full position description is available upon request. **Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.***

