

The opportunity

Leduc County is looking for an experienced and highly motivated Administrative Assistant – Safety Codes to join our team. Reporting to the Manager – Safety Codes, 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 excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, 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.
 - Informs residents, developers, and contractors of policies, legislation and regulations, permit requirements and the information required to complete applications.
 - Follows up with the applicant/owner on incomplete applications as required.
- Performs general administrative tasks:
 - Coordinates various departmental meeting logistics and documentation.
 - Maintains department files and databases.
 - Drafts, formats and proofs various types of documents.
 - Receives payments for services provided by the County.
 - Collects data and prepares monthly statistical reports relating to safety codes permits for internal and external end-users (i.e. administration, Council, Provincial, and Federal agencies).
- Reviews submitted safety code permit applications for completeness, verifies that they meet Provincial legislation/regulations and Leduc County Quality Management Plan standards and issues permits per defined authority.
- Provides administrative support to the manager and department staff as required.

- Assists other departments with administrative support as required.
- Provides coverage for Planning and Development reception and 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.
- Successful completion of Safety Codes Council Permit Issuers Course and three (3) years of experience in the planning and development setting.
- 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.
- Ability 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.

Nice to have

- Familiarity with other software programs.
- Knowledge of land development and construction 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, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent 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 [Leduc County](#) to be considered.

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