



## HR & EPAI Administrative Assistant

Full-Time (40 Hours per week)

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

The Administrative Assistant provides administrative support services to two divisions, including a Director, a Senior Manager and their staff. Primary responsibilities are the processing of building-related permits, business licenses, directs/screens phone call requests from the internal staff, public, contractors, and suppliers and relaying the relevant information to the correct individuals within the City. The role also participates in confidential administrative and scribing work for the human resources team. This role provides administration support during, but not limited to staff meetings, investigations, committee meetings, and collective agreement negotiations. There is a high level of customer service and professionalism required in this role due to the sensitivity of confidential information that is processed.

### Roles and Responsibilities

- Receive applications and determine the type of permit required.
- Process and issue permits to builders, contractors, and other individuals for all construction, modification and repair of buildings, electrical, plumbing, mechanical or gas projects; house moving and demolition and certificate of occupancy in conjunction with the Planning team.
- Assist builders, contractors, and property owners in making application for various types of permits and advises applicants on requirements.
- Receive, review and process new license applications, issue licenses and issue license renewals in conjunction with the Planning team.
- Provide information to new businesses seeking business license information.
- Prepare regular monthly reports from invoices.
- Monthly accounts receivable/payable administration.
- Order equipment, parts, office supplies, and clothing.
- Submit contractor's invoicing and payments to the Finance Department.
- Perform a variety of confidential clerical, data entry, and technical/administrative support duties in relation to the Human Resources and EPAI departments.
- Provide office support by photocopying, filing, data entry, laminating, binding, and scanning as needed.
- Scribe confidential notes, drafts and verbal instructions.

### Qualifications

- Grade 12 with a Business Administration Diploma or a combination of education and experience that is equivalent and deemed acceptable by the City.
- Minimum of 3-5 years of relevant experience including confidential scribing
- Strong proficiency in MS Office Suite (Word, Excel, Outlook etc.)
- Knowledge and experience working in a municipal or government environment is an asset.
- Must possess key skills such as active listening, note-taking, scribing, and letter writing.
- Exceptional organizational & customer service skills

**To view the comprehensive job description please contact HR at [hr@cityofnb.ca](mailto:hr@cityofnb.ca)**

Competition Number: EPA2025  
Salary: \$58,833 to \$73,317 (2024 OOS Wage Band 2)  
Hours of Work: Monday to Friday 8:00 am to 5:00 pm (40 Hours per Week)  
Posting Closing Date: Competition closes April 4, 2025 @ 4:30 pm

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

[www.cityofnb.ca](http://www.cityofnb.ca)

