



We at the Municipality of Jasper are united in our core values:
Accountability – Communication – Empathy – Professionalism – Respect – Teamwork

Operations & Utilities Administrative Assistant

Full-Time Continuous

Department:	Operations and Utilities
Compensation:	\$29.40 - \$31.81
Hours of work:	7.5hrs per day / 37.5 hrs per week
Days of work:	Monday - Friday
Audience for posting:	Internal/External
Job Posting #:	25.046
Deadline to apply:	4:00 P.M. MST, June 11, 2025

ABOUT THE POSITION

Reporting to the Director of Operations and Utilities, the Administrative Assistant provides administrative support for the Managers of Utilities, Municipal Buildings and Asset Management and Operations Service as well as serving as the administrative lead for the Jasper Municipal Cemetery. The Administrative Assistant will also support the Communities-In-Bloom and Traffic Advisory Committees through the preparation and distribution of agendas and minutes and; provide backup coverage for the Administrative Assistant/Program Coordinator.

WORK PERFORMED

- Provide general administrative and clerical support to department managers, including correspondence, records management, scheduling, supply procurement, and travel coordination.
- Oversee administrative aspects of cemetery management and coordinate burials with compassion and professionalism.
- Assist with committee coordination for Communities In Bloom and Traffic Advisory Committees.
- Serve as back-up to the Operations & Utilities Administrative Coordinator by monitoring reception, shipping and receiving, and supporting health and safety processes.
- Act as an ambassador for the Municipality and maintain professional, efficient office operations.
- Engage in collaborative cross-departmental work and uphold organizational values including respect, accountability, communication, professionalism, empathy, and teamwork.

QUALIFICATIONS & EXPERIENCE

Your resume and cover letter must clearly describe how you meet the following qualifications:

- Grade 12 education required; post-secondary education in administration, business, or communications is an asset.
- Minimum four years' experience in an office environment, preferably in a municipal or customer service setting.
- Proficiency in Microsoft Office (Word, Outlook, Excel) is required.
- Sound knowledge of office procedures and general accounting practices.
- Ability to manage sensitive and trauma-related information with empathy and discretion.
- Strong communication, organizational, and time-management skills.
- Ability to work independently and as part of a team in a dynamic, open office environment.
- Experience in a trauma-informed setting and Incident Command System (ICS) certifications are assets.

HOW TO APPLY

Submit a resume and cover letter in PDF format outlining your qualifications, experience and any relevant documentation to Human Resources:
humanresources@jasper-alberta.ca

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join the Municipality of Jasper. We support a diverse workforce and offer competitive wages and benefits. Together we make Jasper a great place to make a living, a great place to make a life.

We recognize the value that comes from different viewpoints, unique experiences and diverse perspectives of our employees, who bring fresh new ideas to our organization.