

Employment Opportunity

Administrative Assistant

Permanent Full-time

Application Deadline: Friday, June 13, 2025

Reporting to the Manager, Infrastructure Services, the Administrative Assistant is responsible for supporting the daily operations of the Infrastructure Services department as the first point of contact. This includes coordinating administrative processes, managing fleet and contract documentation, facilitating procurement and payment activities, and acting as a primary contact for internal staff, residents, and contractors. The Administrative Assistant ensures compliance with municipal and regulatory requirements, supports clear communication and efficient workflows, and contributes to effective service delivery through independent decision-making and collaboration with other departments.

Key Responsibilities:

- Serve as the first point of contact for the Infrastructure Services Department and respond to or redirect inquiries from residents, contractors, and internal staff.
- Draft public notices, maintain web content, and coordinate messaging with Communications and other departments.
- Prepare and distribute department meeting agendas and minutes, and assist with correspondence, reports, documentation, and research as requested.
- Coordinate logistics for employee onboarding, including safety orientations, training sessions, travel arrangements, and conference registrations.
- Coordinate safety inspections, maintain safety documentation, and actively participate in and support the Infrastructure Services Safety Team.
- Purchase and organize office supplies.
- Maintain and update departmental databases, including snow tracker, contractor hours, and budget trackers.
- Manage filing systems for Fleet, Facilities, Utilities, Roads, and Parks) to maintain accurate records.
- Administer Work Order software including training setup, tracking tickets, troubleshooting, and closing out work orders.
- Review and process vendor invoices, ensure accurate coding to general ledger accounts, communicate with vendors as needed, reconcile monthly statements, and prepare supporting documentation in compliance with payment legislation.
- Coordinate documentation and contract requirements such as insurance and WCB submissions for contractors.
- Maintain accurate fleet records in compliance with the National Safety Code and Commercial Vehicle Inspection Regulation. Prepare audit documentation, acquire insurance and registration for new vehicles and equipment, and support compliance checks.

Requirements:

- Post-secondary diploma in Office Administration or a related field is required; education in Fleet Administration and legislation is an asset.
- Minimum of 2 years administrative experience in operations, public works, or in a municipal environment.
- Knowledge of National Safety Code standards for commercial vehicles is required.
- Strong computer skills with proficiency in Microsoft Word, Excel, and Outlook, along with a solid working knowledge of office procedures and software.
- Knowledge of purchasing processes, contracts, and related legal requirements is an asset.
- Excellent interpersonal skills with the ability to interact professionally with residents.
- Strong attention to detail, organizational skills, time and stress management abilities, understanding of accounting concepts, proficient math skills, and problem-solving capabilities.
- The successful candidate will be required to provide a Criminal Record Check.

Compensation/Hours of Work: Annual salary range of \$56,518 to \$67,486 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: Friday, June 13, 2025

To apply to this position please visit www.morinville.ca/careers

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

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.