



## EMPLOYMENT OPPORTUNITY

### PLANNING & DEVELOPMENT DEPARTMENT – ADMINISTRATIVE ASSISTANT

#### **SUMMARY:**

The Camrose County Planning and Development Department has an opening for a full-time Administrative Assistant. The successful candidate will be responsible for a variety of clerical activities and core administrative functions of the Planning and Development department. As the primary contact for general planning and development inquiries, this position provides sound customer service to internal and external clients, while maintaining a high degree of confidentiality. Timely and accurate written and oral communication is crucial for the Administrative assistant while performing general tasks, attending meetings, taking minutes, responding to customer service inquiries, and providing permitting support.

#### **The successful candidate will possess the following qualifications:**

- Completion of Grade 12 with preference given to those who have completed an accredited Administrative Assistant program or post-secondary program.
- Minimum two years of related experience in an office administration role in a municipality or other government environment; experience in Planning and Development would be an asset.
- Clean criminal record check
- Municipal experience is preferred
- Exceptional customer service skills
- Punctual, reliable, and pay close attention to detail
- Excellent communication and interpersonal skills
- Ability to organize, multi-task and prioritize
- Competent knowledge of computers and the ability to effectively use applications and software including proficiency with Microsoft Office products.
- Ability to complete tasks with minimal supervision
- Familiarity with Camrose County would be an asset
- Familiarity with the Municipal Government Act, Land Use Bylaw and Land Titles Act would be an asset.

#### **Work Conditions:**

- Sitting/standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and mouse.
- Lifting and transporting of moderately heavy objects.
- Working with the public.
- Additional working hours as required

**Hours of Work:** 8:30 a.m. to 4:30 p.m. – Monday through Friday

**Competition Closing Date:** This position will remain open until a suitable candidate has been found.

**Interested applicants should forward their resumes by email to:**

Jamie Heidt  
Human Resource Coordinator  
[HRcontacts@county.camrose.ab.ca](mailto:HRcontacts@county.camrose.ab.ca)

Camrose County thanks all applicants for their interest. Only those applicants that are selected for an interview will be contacted.