

ADMINISTRATIVE SUPPORT 2 – COMMUNITY SERVICES

The City of Camrose is seeking a highly motivated, energetic and reliable individual to fill the role of Administrative Support 2 - Community Services. Reporting to the Community Services Office Supervisor, this position provides administrative support to the Community Services Office, coordinates facility bookings, promotes internal programming, and maximizes the use of City facilities.

FUNCTIONS/DUTIES (but not limited to):

- Responsible for the overall coordination and implementation of scheduling/booking processes and invoicing for all Community Services facilities.
- Utilize Xplor Recreation for facility bookings/activities and act as a subject matter expert of the program.
- Maintain ongoing communication with facility user groups to support scheduling needs and priorities.
- Provide customers with accurate information regarding rental and event fees, charges, and related costs.
- Promote Community Services programs and activities through social media, the City website, and other communication channels.
- Monitor accounts receivable, maintain accurate records, and ensure required permits, forms, and documentation are completed.
- Prepare reports and collect facility usage and performance data to support operational planning and continuous improvement.
- Provide customer service and reception support to the Community Services department.
- Assist with the organization of special events.
- Other related duties as assigned.

QUALIFICATIONS:

- High school diploma or GED/CAEC equivalent.
- Diploma in Business Administration and customer service training is considered an asset.
- Experience in recreational bookings and facility management is considered an asset.
- Proficiency in Microsoft Office Suite.
- Experience with municipal finance software (such as Unit4), recreation booking and sales systems, point-of-sale software and records management software is considered an asset.
- Excellent organizational and time management skills, with the ability to adapt to tight deadlines, heavy workloads and changing priorities.
- Strong interpersonal skills and the ability to maintain professional conduct in the workplace.
- Excellent customer service skills including the ability to communicate effectively and efficiently, both verbally and written.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person. Position will remain open until suitable candidate is found. Interviews will be conducted throughout process. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose, Attention: Community Services Office Supervisor
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
Community Services Office Location: 5600 - 44 Avenue, Camrose, AB
P: 780.672.9195 | E: hr@camrose.ca | W: www.camrose.ca