

Administrative Assistant (Full-Time, Permanent)

Lamont County is located less than 45 minutes east of Edmonton and is part of Alberta's Industrial Heartland. With a population of approx. 4,000 and a service area of over 9,500 residents, we contribute to over 40 major industrial companies and investments of over \$45B. The county is adjacent to Strathcona County and the City of Fort Saskatchewan, as well as many important municipalities in the region. Lamont County is a great place to work!

We are the *Cradle of Ukrainian Settlement in Canada*, including the honour of having the first Ukrainian settlers in Canada, and over 40 historical churches—the county is designated the Church Capital of North America.

We offer exciting and challenging job opportunities focused on delivering and supporting high-quality programs and services to our residents.

Lamont County is seeking experienced and highly motivated individuals to join our team. We are looking for an Administrative Assistant at the Lamont County municipal office.

The Administrative Assistant role requires self-motivated individuals with outstanding organizational and customer service skills. Reporting to Corporate Services, this position provides a wide variety of administrative and clerical supports.

JOB DUTIES AND RESPONSIBILITIES:

- Professionally represents Lamont County as its first point of contact via in-person, telephone and email.
- Greets visitors to the Administration Building, answers phones and redirects calls as needed; records messages when individual staff members are not available; responds to general enquiries and complaints, as applicable.
- Provides professional administrative support functions to Lamont County departments (as assigned).
- Completes assigned administrative duties including (but not limited to) purchase orders, work orders, recording financial transactions, inventory management, scheduling, research, report development, and data entry.
- Accepts and receives payments for municipal goods and services such as cheques, tax payments, County maps, donations, grader flags, and other cash receipting items.
- Maintains documents in support of Lamont County's records and information management system.
- Participates in cross training of job duties for administrative functions across multiple departments.
- Performs other related duties important to the efficient operation of departments, as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- A minimum of 3-5 years of experience in an administrative role with a customer service focus.
- Prior municipal experience is considered an asset.
- Prior experience completing accounts payable transactions is considered an asset.
- Prior experience with payroll administration is considered an asset.
- Demonstrated ability to maintain a professional demeanour and confidentiality when handling public inquiries, multiple demands, and complaints.
- Strong organizational skills, with the ability to prioritize, manage calendars, handle multiple projects, and complete tasks on various deadlines.
- Team player with a positive attitude, genuine desire to help others wherever needed.
- Proficient with Microsoft Office applications (Outlook, Excel, Word, PowerPoint), and the ability quickly to learn new software applications.
- Excellent communication, customer service and experience dealing with the public is required.

CONDITIONS OF EMPLOYMENT:

Lamont County is committed to protecting the health and safety of its employees, all personnel are governed by the County's Health & Safety Program. This position has the following pre-screening requirements:

- A satisfactory Criminal Record Check.

This position is based on a 35-hour work week, Monday through Friday, 8:30 a.m. to 4:00 p.m.

What we offer?

- We are a growing municipality that is focused on energy, agriculture, and tourism.
- Staff engagement and satisfaction are crucial to our success. Our leadership team values your voice and input and welcomes feedback.
- We support local charities and the Lamont County foodbank.
- We are connected to each other and access to other employees is easy for advice, support or answers (both in person and virtually).
- Parking is free at our administration and public works/agriculture services buildings, located within the town of Lamont.
- We offer a defined benefit pension plan, a comprehensive health and dental benefits plan, education and membership opportunities, three weeks vacation to start (inclusive of statutory holidays).

Lamont County: *Make it Safe! Make it Personal! Make it Home!*

This competition will remain open until a suitable candidate is found. Internal and external candidates will be considered.

Lamont County is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. We are a smoke-free environment; smoking & vaping is permitted in designated outdoor areas only.

Please forward your application in one of the following ways (as one PDF or Word document only):

Email: hr@lamontcounty.ca | Website: www.lamontcounty.ca.

Lamont County thanks all applicants for their interest. Please Note: only those individuals who have been selected for an interview will be contacted. Please indicate in your application which position you are applying for and submit a separate application for different positions. All resumes are retained on file for a period of six months.