



EMPLOYMENT OPPORTUNITY

5303 50th Avenue, Lamont AB T0B 2R0

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Reception & Administrative Assistant (Full-Time, Permanent)

Lamont County is a great place to work!

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.

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 an experienced and highly motivated individual to join our team. Lamont County is looking for a *Reception & Administrative Assistant*. This role requires a self-motivated individual with outstanding organizational and customer service skills. Reporting to the General Accountant, this position will provide a wide variety of administrative and clerical support to both Finance & Corporate Services and Emergency Services departments.

The Reception & Administrative Assistant is the first point of contact for all individuals contacting Lamont County via in-person, telephone and email. This role requires the ability to prioritize various administrative demands while managing the front desk and maintaining a professional and positive demeanour.

KEY JOB DUTIES AND RESPONSIBILITIES:

- Front counter liaison to all visitors, members of public, and external vendors.
- Answer all incoming phone calls, re-direct calls, and forward messages to appropriate line, responding to general inquiries and complaints as able.
- Ensure incoming and outgoing mail is processed and distributed to the organization daily.
- Process payments for municipal goods and services such as cheques, tax payments, County maps, grader flags, and other cash receipting items as required.
- Provide administrative and accounting support to Finance & Corporate Services.
- Assist staff with booking meeting rooms, as well as coordinate catering and clean up during Council meetings.
- Manage office and coffee room supplies, arrange servicing for building maintenance and office equipment as needed.
- Assist Emergency Services with processing fire permit requests and records management for training records.

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary courses or diploma in office administration, accounting, and/or a related field.
- 3-5 years of experience in an administrative and accounting position with a customer service focus.
- Prior municipal experience is considered an asset.
- Demonstrated ability to maintain a professional demeanour and confidentiality when handling public inquiries, multiple demands, and complaints.

- Extremely organized with the ability to prioritize, manage calendars, handle multiple projects, and complete tasks on various deadlines.
- Holds a basic understanding of accounting principles to reconcile and balance invoices/accounts.
- Team player with a positive attitude, genuine desire to help others wherever needed.
- Proficient with Microsoft Office Suite applications (Outlook, Excel, Word, PowerPoint).
- Exceptional communication skills (both written and verbal) for internal and external County communications.

Lamont County is committed to protecting the health and safety of its employees, all personnel are governed by the County's Health & Safety Program. A satisfactory driver's abstract and criminal record check are requested as a pre-condition upon employment.

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 have a defined benefit pension plan, a competitive health and dental benefits plan, education and membership opportunities, three weeks vacation to start (inclusive of statutory holidays), and a friendly team environment that allows work from home when practical.

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

This competition will remain open until a suitable candidate is found.

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

Please forward your application in one of the following ways:

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