



EMPLOYMENT OPPORTUNITY

5303 50th Avenue, Lamont AB T0B 2R0
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Administrative Assistant Public Works (Seasonal)

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. We are looking for an *Administrative Assistant with our Public Works Department* for the spring & summer months.

JOB DUTIES AND RESPONSIBILITIES:

- Answer all incoming phone calls, re-direct calls, forward messages, respond to general inquiries and concerns.
- Provide service request tracking, follow up and completion.
- Holiday and lunch break coverage for Public Works and Agricultural Service Board (ASB) administrative staff.
- Assist Support to develop the new records management system.
- Administer both summer gravel haul Invoicing and fuel inventory.
- Other duties as required.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or GED.
- Proficient with Microsoft Office (Outlook, Word, Excel & PowerPoint).
- Administrative experience with a customer service focus.
- Excellent communication skills and the ability to deal with the public is required.
- Ability to work both independently and as part of a team.

CONDITIONS OF EMPLOYMENT:

- A satisfactory and valid Driver's Abstract.
- A satisfactory Criminal Record Check.

The regular hours of work are between 8:30 a.m. and 4:00 p.m., Monday through Friday. This competition will remain open until a successful candidate is found.

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

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 work 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 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.