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## Administrative Assistant, Planning, Development & Community Services (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.** We are looking for an experienced *Administrative Assistant* with our Planning, Development and Community Services department. Planning and Community Services plays a large role in shaping the future of Lamont County as it provides focused growth to build competitiveness and fiscal capacity for the future of Lamont County.

This position assists three departments: Planning and Development, Economic Development, and Family, Community Support Services (FCSS) in meeting the goals set by Council. The position's workload is related to performing an array of administrative tasks including administrative and receptionist duties. General responsibilities include, assisting with planning and development activities, supporting and assisting economic development activities, and aiding FCSS activities. Further duties would involve taking notes during meetings and scheduling appointments for all three department managers.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Coordinate departmental office activities and assist with administrative matters and processing/filing planning and development applications and activities.
- Assist the Economic Development department with tourism initiatives, agricultural projects, and financials.
- Assist FCSS with activities related to summer programs, senior programs and other program/events related to the department.
- Review and prepare documents, reports, and other correspondence materials for the management team, including presentation preparation and Requests for Proposals (RFP).
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Review, evaluate and distribute all mail.
- Maintain daily appointments and travel arrangements (when necessary) of all management and executive members.
- Take and transcribe dictation notes and meeting minutes.
- Maintain a professional image, confidentiality and demeanor with all employees, management, executives, and visitors at all times, and interactions with other internal departments with respect to collaborative activities/events.
- Maintain and monitor office supply inventory levels and place orders as required.
- Assist with reviewing all expense reports, invoices, and other relevant monetary documents.
- Other duties, relevant to the position, shall be assigned as required.

### **CORE COMPETENCIES:**

- Confidentiality
- Accountability

- Planning and Organizing
- Communication
- Teamwork

**QUALIFICATIONS AND REQUIREMENTS:**

- Seven (7) years or more experience as an Administrative Assistant, or relevant role, is considered an asset.
- Office administration diploma or an equivalent combination of education, training, and progressively more responsible experience.
- Experience planning events (professional or personal).
- Microsoft Office products and related software efficiency.

**CONDITIONS OF EMPLOYMENT:**

- A satisfactory Criminal Record Check.

The regular hours of work are between 8:30 a.m. and 4:00 p.m., Monday through Friday.

**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 successful 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 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](mailto:hr@lamontcounty.ca) | Website: [www.lamontcounty.ca](http://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.*