



EMPLOYMENT OPPORTUNITY

5303 50th Avenue, Lamont AB T0B 2R0

P: 780-895-2233 F: 780-895-7404

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.

Lamont County is seeking experienced and highly motivated individuals to join our team. We offer exciting and challenging job opportunities focused on delivering and supporting high-quality programs and services to our residents.

We are looking for an **Administrative Assistant** as part of the Office of the CAO and Corporate Services.

The Administrative Assistant provides both administrative and clerical support to senior leadership positions, and provides accounting support to County departments.

JOB DUTIES AND RESPONSIBILITIES:

- Providing administrative support for the Chief Administrative Officer (CAO), Chief Financial Officer (CFO), and Regional Fire Chief, such as: scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.
- Answering general inquiries from the public, addressing complaints, and directing inquiries to the appropriate person or municipality as required.
- Completing billing, accounts payable, and accounts receivable functions for Lamont County Emergency Services.
- Accepting and receiving payments for municipal goods and services.
- Maintaining documents in support of Lamont County's records and information management system.
- Completing assigned administrative duties including purchase orders, work orders, recording financial transactions, inventory management, scheduling, research, report development, and data entry.
- Arranging supplies, amenities, and other resources required for meetings as requested.
- Gathering information and data to support research projects.
- Participating in cross-training of job duties and providing backup for the County's Communications and Legislative Services functions.

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary courses or diploma in office administration, accounting, and/or a related field.
- A minimum of 3-5 years of experience in an administrative and accounting position.
- Experience providing administrative support to senior leadership positions.
- Experience working in a municipal setting.
- Strong organizational skills, with the ability to prioritize, manage calendars, handle multiple projects, and complete tasks on various deadlines.
- Experience completing basic accounting processes is an asset.

- 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.

Job Terms and Benefits

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

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

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.