



## JOB OPPORTUNITY EXECUTIVE ASSISTANT - COUNCIL

### The opportunity

Leduc County is looking for an experienced and highly motivated Executive Assistant – Council to join our team. Reporting to the County Manager, this exciting opportunity provides an advanced level of administrative support through effective, efficient, coordination and execution of responsibilities and assignments.

### About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

### About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you are a customer service and executive administrative expert who excels in time management, document control, and working under pressure, and if forward-thinking, problem-solving, and adapting quickly to changing priorities is second nature to you, keep reading because we want to hear from you!

### What you will do

1. Greet and screen visitors in a professional and friendly manner (in person, electronically and by telephone), responds to inquiries and directs to the appropriate member of council.
2. Provide an advanced level of administrative support to the office of the Mayor and Council by preparing various correspondence and documentation for signature, compiling background information, coordinating travel arrangements, meetings and other events.
3. Manage the flow of information to and from the office of the Mayor and Council by prioritizing and distributing all email, mail and telephone calls.
4. Provide executive administrative support to the Executive Leadership Team by assisting with various municipal and legal documents and agreements, as well as the municipal election and other special events.
5. Records and maintains meeting minutes as required in accordance with legislation and policy.

6. Prepares legal, corporate credit and other invoices for payment.
7. Assists with the purchase and distribution of promotional materials as per policy.
8. Provides cover-off support to the Executive Assistant – County Manager’s Office and Legislative Coordinator as required.
9. Adheres to guidelines as set out in Leduc County’s policies and administrative directives.
10. Accountable for working in compliance with the *Alberta Occupational Health and Safety Act, Regulation and Code* and participation in the Health, Safety and Wellness Program.
11. Performs related duties as required.

## What you need to succeed

### *Must-have*

Certification in office administration and five (5) years of administrative experience. Must be proficient in the Microsoft Office suite, including word processing, spreadsheets, and databases, and be able to produce error free clear concise documents and reports in various business formats for senior management and council.

Key to success in this role requires a service focus with excellent verbal and written communication, interpersonal, and public relations skills in order to communicate effectively and diplomatically with the public, elected officials, external authorities and organizations.

### *Nice to have*

Familiarity with other software programs and databases for presentations, report writing, data and financial management is an asset.

## What’s in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between **\$71,155 and \$88,944** and a municipal pension plan, three-week vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located in the County Centre building located at 101-1101 5 St. Nisku, AB.

## How to apply

Applications must be submitted on our website at [careers.leduc-county.com](http://careers.leduc-county.com) to be considered. The opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.