



Town of **SLAVE LAKE**

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT, CAO AND HUMAN RESOURCES

The Town of Slave Lake has an exciting opportunity for an experienced Administrative Assistant to provide dual administrative support to the Office of the Chief Administrative Officer (“CAO”) and to the Human Resources department.

REPORTS TO:

Manager of Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This role requires coordination of confidential and sensitive internal and external documents and a keen desire to develop positive relationships with various internal and external stakeholders including residents, visitors to the community, employees and elected officials.

The incumbent acts as a resource to others inside and outside the organization and consistently presents a professional attitude.

Major Responsibilities – Office of the CAO

- Provide superior and discreet support to the CAO and members of the Administration team.
- Organize and schedule meetings as directed using Microsoft Outlook.
- Send out reminders of action items to the Senior Leadership Team and to Council members as directed.
- General administration duties including drafting letters and emails, filing, receiving and delivering mail courier.
- Respond to voicemails and phone calls.
- Function as back up support to the Executive Assistant to the CAO.
- Assist with the creation, preparation and distribution of agendas as well as taking minutes for Council and management team meetings.
- Attend committee meetings as assigned, record meeting minutes and action items and distribute in a timely manner to stakeholders.
- Vacation and general coverage for the Executive Assistant to the CAO.

Major Responsibilities – Human Resources

- Provide a wide range of clerical and administrative support to the Human Resources team.
- Support all activities of the recruitment process including scheduling and coordinating interviews, booking meeting rooms, typing and updating interview guides and printing packages for the interview panel.
- Assist in supporting the Human Resources team with scheduling team meetings (in-person and virtual), coordinating handouts and recording meeting minutes.
- Support all internal and external HR-related inquiries or requests.
- Assist the department with document control procedures for job descriptions, performance evaluation and other document templates.
- Assist with the administration of FOIP requests.
- Maintain accurate and up-to-date human resource files, records and documentation, ensuring security, integrity and confidentiality of data of the physical and digital electronic records of employees.
- Respond to inquiries from job applicants and employees and refer the more complex questions to appropriate senior-level HR staff or management.

- Perform accurate data entry into databases.
- Assist with the coordination of onboarding and orientations for new employees.
- Assist with the development and maintenance of all Town job descriptions.
- Assist with the coordination and tracking of employee training.
- Responsible for safeguarding all physical personnel files.
- Perform other all other administrative duties as assigned.

Minor

- Assist with the coordination of Years of Service awards and incentive programs for staff.
- Maintain current employee Criminal Record Checks and Drivers' Abstracts.
- Assist the Health & Safety Coordinator with management of employee health and safety programs.
- Participate in Social Committee initiatives and Health & Safety Committee meetings.
- Assist with the planning and execution of special events such as organization-wide meetings, employee recognition events, holiday parties and retirement celebrations.

Occasional

- Occasionally provide administrative support to other departments.
- Vacation and leave coverage for the Human Resources Generalist.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Three (3) to Five (5) years' administrative experience is required.
- Grade twelve education.
- Advanced skills in Microsoft Office and a variety of software.
- Experience working in an HR setting or previous municipal experience will be considered an asset.

REQUIRED SKILLS and PERSONAL ATTRIBUTES:

- Excellent problem-solving skills.
- Organized and efficient self-starter with the ability to juggle multiple tasks.
- Strong written and verbal communication skills.
- Desire to work as a team with a result driven approach.
- Excellent time management and organizational skills.
- Proficient in MS Office and database applications and administrative systems.

HEALTH & SAFETY:

All personnel working at the Town of Slave Lake are governed by the Health & Safety Policy.

- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced
- Ensures all operations are conducted in a safe manner and in accordance with Town Policies and all Occupational Health and Safety Rules and Regulations.

Please note:

- *The successful candidate will be required to provide a Criminal Records Check and clean Driver's Abstract.*

How to apply:

1. A cover letter clearly indicating the position title, accompanied by an up-to-date resume is required.
2. Shortlisted candidates will undergo a skills and personality assessment test.
3. The successful candidate will be required to provide professional references and an acceptable criminal record check.

Send your cover letter and resume ([ensuring to include the job title in your email subject heading](#)) to:

Human Resources, Town of Slave Lake

E-mail: hr@slavelake.ca

PLEASE NOTE: [Applications will be accepted until 4:00PM on May 16th 2023.](#)

We thank all applicants for their interest; however, we will contact only those under consideration.