

GREENVIEW, ALBERTA

JOB TITLE: CASUAL ADMINISTRATIVE SUPPORT, INFRASTRUCTURE AND PLANNING
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Administration Offices – Valleyview, Alberta
STATUS: Casual

SUMMARY:

The Casual Administrative Support, Infrastructure and Planning is responsible for providing general reception and administrative support for the Managers in the Infrastructure and Planning department. This position will provide coverage for the Infrastructure and Planning and Operations administrative staff on an as needed and call in basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Answering the phone and greeting the public at the front counter, answering general questions, and directing to the appropriate staff or department.
- Record and deliver all phone messages when staff members are unavailable.
- Receipt all monies received and process deposits.
- Respond to public inquiries and concerns.
- Assists with the administration of various programs such as: Municipal Gravel Program, Aggregate Levy, Dust Control Program, Snow Clearing Program and the annual equipment bid registry.
- Common tasks may include:
 - Filing, data entry, scanning, and tracking of documentation.

Occasional

- May provide backup for the Field Service Office administrative position.
 - Performs other duties as assigned by the Supervisor.
-

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Grade 12.
- Post-secondary administrative training.
- A minimum 2 years' experience in an office environment.
- A combination of education and experience may be considered.

SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel, Publisher, Outlook and PowerPoint.
- Ability to interact well with, and respond to inquiries from Management, employees, Council and Ratepayers.
- Excellent verbal and written communication skills.
- General business administration and supervisory skills.
- Must be able to maintain confidentiality.
- Must be self-motivated, and able to work with minimal supervision.
- Basic accounting skills.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Some light lifting, occasional heavy lifting.
 - Extensive use of computer and telephone.
 - Long periods of sitting, good lighting, temperature and noise control.
 - Normal working day consists of 7.5 hours; however occasional overtime may be required.
-

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District policies and all Occupational Health and Safety Rules and Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

By E-mail: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca