

ADMINISTRATIVE SUPPORT, HUMAN RESOURCES **MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA**

DEPARTMENT: CAO Services – Human Resources

LOCATION: Valleyview, Alberta

STATUS: Vacant - Applications being accepted until September 25, 2020 at 4:00 pm

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

SUMMARY

Reporting to the Manager, Human Resources, the Administrative Support, Human Resources is responsible for providing general and human resource specific administrative support to the Manager as well as the overall Human Resources department while ensuring strict confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

MAJOR

- Take on various projects, as assigned by the Manager, Human Resources
- Provide administrative support to different areas of Human Resources, as directed by the Manager, Human Resources
- Attend meetings when requested by the Manager, Human Resources, primarily with the responsibility of minute taking
- Draft and prepare contracts, agreements, templates, and correspondence, as required
- Submit invoicing to accounts payable
- Maintain personnel files, both soft and hard copy
- Data entry, file creation, filing of documents, and uploading documents
- Assist with ordering supplies and inventory control
- Scheduling duties for the Human Resources Department such as, scheduling meetings, reserving meeting rooms, making travel arrangements, booking interviews and arranging training events, etc, as required

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MINOR

- Assist in preparing reports and presentations
- Other duties as assigned.

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
- Human Resources degree would be considered an asset
- A minimum 3 years' office administrative experience
- A combination of education/experience may be considered

SKILLS REQUIRED:

- Ability to handle sensitive personal information with strict confidentiality
- Proficiency with Microsoft Word, Excel, Outlook, Publisher and Power Point
- Ability to interact well with, and respond to inquiries from Management, employees and candidates
- Excellent verbal and written communication skills
- Excellent time management skills
- Must be detail oriented
- Excellent organizational skills
- Must be self-motivated, and able to work with minimal supervision
- Must be able to work well within a team
- Must be flexible as nature of work is subject to change
- Ability to interpret, implement and adhere to organizational policies and procedures

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Some light lifting
- Extensive use of telephone and computer
- 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 employees of the Municipal District are governed by and must be compliant with the Municipal District Occupational Health and Safety Policy.

- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety 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.

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HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying to*) and resume by **September 25, 2020 at 4:00 pm**, in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca **(Please quote the position in the subject line)**

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

Website: <https://mdgreenview.ab.ca/programs-services/departments/human-resources/career-opportunities/>

Confidential Fax: 780-524-3981

While we truly appreciate all applications, only those selected for an interview will be contacted.

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INCUMBENT SIGN-OFF:

I have read the above description of the primary role and responsibilities of the Administrative Support, Human Resources and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of the Municipal District of Greenview No. 16.

Incumbent – Print Name

Date

Incumbent – Signature

Manager – Print Name

Date

Manager – Signature

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