



Administrative Assistant/ Landfill Scale Attendant
Town of Edson
Casual, Part-Time

April 6, 2021

Competition #: EDSOU-202104

If you are flexible with your schedule and looking to gain employment in a dynamic, progressive workplace and value working in a customer service-oriented environment, this opportunity may be ideal for you. The Town of Edson is now accepting applications for the position of casual, part-time Administrative Assistant/Landfill Scale Attendant.

The complete job description, position requirements, and wage grid for this position is listed below.

If you are interested in joining our dedicated Team, please submit your cover letter c/w resume quoting the Competition #EDSOU-202104. This position will be open until filled:

Human Resources
Town of Edson
PO Box 6300, Edson, AB T7E 1T7

Email: humanresources@edson.ca
Visit our website at: www.edson.ca/jobs

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

POSITION: Administrative Assistant/Landfill Attendant

Department Head: General Manager, Infrastructure & Planning

Reporting Manager: Environment & Fleet Manager

Position Duties:

- Responsible for the provision of administrative support services including but not limited to preparing correspondence and filing for the department.
- Act as recording secretary to Department, Board or Committee meetings as directed.
- Respond accurately to questions from the public regarding departmental matters, referring inquiries of a more complex nature to the appropriate supervisor or staff member.
- Receive and record monies, prepare invoice requests and prepare departmental purchase orders.
- Use a variety of time management tools including electronic calendars, to manage departmental tasks and appointments.
- Maintain departmental statistics as required.
- Assist with preparation of documents such as Contracts, Request for Proposals, Agreements, etc.
- Maintain inventory control and distribution of office supplies for the department.
- Additional department specific duties as per attached.
- Maintain and update a procedure manual for the position.
- Maintain departmental Health and Safety records.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Follow all Safe Work Practices and Procedures.
- Immediately report any unsafe conditions, potential work hazards or incidents to Supervisor.
- Perform other duties as directed by the Supervisor.
- Attend position related seminars as directed by the supervisor.

Position Requirements:

- Grade Twelve Diploma or equivalent. Post-secondary diploma from an accredited business school or college would be an asset.
- Must have the ability to produce and process various correspondence using advanced skills in word processing and spreadsheets applications whilst utilizing proper grammar, specialized vocabulary and terminology.
- Able to produce positive results through interaction with others: open and considerate of the needs and views of internal and external partners. Work either independently or cooperatively with others.
- Able to remain flexible and adapt to a variety of duties/responsibilities.
- Able to perform consistently in a competent manner and be punctual, organized and focused.
- Exceptional communications skills both written and verbal.

		Probation	Level I	Level II	Level III	Level IV
Administrative Assistant	2021	\$26.35	\$26.95	\$28.48	\$29.96	\$31.77