

INFRASTRUCTURE ADMINISTRATIVE ASSISTANT

Employment Opportunity: Permanent Full-Time

Are you organized, detail-oriented, and passionate about delivering exceptional service? Beaver County is looking for a dedicated Infrastructure Administrative Assistant to support our dynamic Infrastructure department. Reporting to the General Manager, you'll play a key role in ensuring the department's operations run smoothly while providing excellent customer service to residents.

What You'll Do

KEY RESPONSIBILITIES (Include, but are not limited to):

- Serve as the first point of contact for the Infrastructure department, handling customer inquiries and providing support at the service counter.
- Maintain department files for bridges, sewer, gravel, permits, procurement, and more.
- Draft public communications regarding road updates and closures.
- Administer programs such as Dust Control, driveway grading, and snow removal.
- Maintain and track infrastructure-related work orders.
- Prepare annual operational maps.
- Support agriculture administration, maintaining files, and tracking work orders.
- Prepare meeting agendas and record minutes, for all department meetings.
- Contribute to long-term planning for infrastructure projects and special initiatives.
- Provide backup support to administrative staff and assist in policy development and compliance efforts.

What We're Looking For

EDUCATION & EXPERIENCE

- Grade 12 Diploma (required); post-secondary education in Business Administration (asset).
- Minimum 1 year of relevant administrative experience in an office environment (municipal experience an asset).
- Class 5 Driver's Licence with acceptable driving record.
- Related experience in the public sector and customer service is an asset.

COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES):

- Proficiency in Microsoft Office and willingness to learn new software.
- Strong communication, interpersonal, and organizational skills.
- Attention to detail and the ability to manage multiple priorities.
- A team player who can also work independently with initiative.
- Knowledge of graphics programs and Geographic Information System is an asset.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computers, office equipment, and telephone.
- Moderate lifting (no greater than 50 lbs.) and periods of sitting.



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Why Join Beaver County?

We offer a collaborative workplace, opportunities to contribute to meaningful projects, and a chance to support the community through innovative programs and services.

POSITION DETAILS:

- Position Type: Full Time – Permanent (35 hours/week).
- Hours of Work: Monday to Friday, 8:30 a.m. – 4:30 p.m.
- Salary Range: \$55,761.06 - \$69,701.32

BENEFITS:

- Extended Health and Group Benefits
- Local Authorities Pension Program
- Health, Wellness, and Learning Benefit
- Paid Vacation time
- Opportunity to participate in Flexible Work Program

How to Apply

- Submit a cover letter and resume, referencing the name of the position, to the following email: **careers@beaver.ab.ca**
- Closing Date: **January 31, 2025**. To fill this position as quickly as possible, we will be reviewing applications as they are received and may conduct interviews with qualified candidates prior to the closing date, based on availability.

Beaver County thanks all applicants for their interest however only those selected for interviews will be contacted.

Posted Date: January 14, 2025

