

ADMINISTRATIVE SUPPORT 2 – COMMUNITY SERVICES

Are you looking for an opportunity to make a difference in your community? Join our team at the City of Camrose where you can contribute to helping Camrose grow as a dynamic community with an exceptional quality of life.

The City of Camrose is seeking an Administrative Support 2 - Community Services to provide scheduling / booking administration and office support to the Community Services Department.

The successful applicant must demonstrate a professional, customer service based approach, be able to work independently in a team environment, and have excellent organizational skills.

FUNCTIONS/DUTIES (but not limited to):

- Responsible for overall management and implementation of scheduling/booking processes of all Community Services facilities.
- Assist with the organizing of special events and responsible for bookings of facilities.
- On-going liaison with facility user groups from a scheduling perspective.
- Provide customer service and reception support to the Community Services Department.
- Maintains the City's Digital Action Tracking System (DATS) for the Community Services Department including but not limited to: uploading training certificates, running reports as required, etc.
- Provide backup office support for the Community Services Team and assist Office Supervisor with general office duties as required.

QUALIFICATIONS:

- High school diploma or GED equivalent.
- Post-secondary courses in office administration and customer service training considered an asset.
- Strong computer skills in Microsoft Office Suite.
- Experience with Serenic, PerfectMind, Access and Laserfiche software considered an asset.
- Ability to effectively adapt to tight deadlines, heavy workloads and sudden or frequent changes in priority in order to accomplish objectives.
- Excellent customer service skills including the ability to communicate effectively and efficiently, both verbally and written.

As a condition of employment, the successful candidate will be required to provide a current and satisfactory Class 5 driver's abstract and Police Information Check.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person. Position will remain open until suitable candidate is found. Interviews will be conducted throughout process. If applying by e-mail, please ensure job position is included in subject line. **We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.**

CONTACT:

City of Camrose, Attention: Human Resources
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
Community Services Office Location: 5600 - 44 Avenue, Camrose, AB
P: 780.672.9195 | E: hr@camrose.ca | W: www.camrose.ca