

**Senior Administrative Assistant
Fire Services
(Permanent Full Time Position)**

The Opportunity: The City of St. Albert requires a Senior Administrative Assistant to provide and facilitate administrative services to a leadership team and employees that work a variety of schedules. Key responsibilities of this position include: processing and reconciling accounts receivable and accounts payable, maintaining departmental records in accordance with the Health Act and FOIPP, providing excellent customer service to a variety of both internal and external stakeholders and supervising one part-time Administrative Assistant.

Qualifications:

- A Business Administration Diploma is required.
 - A minimum of five years of experience in administrative support roles is required.
 - Proficiency with the Microsoft Office Suite is required.
 - Proficiency with Agresso, Tempest and website editing is preferred.
 - Knowledge of the Health Act and FOIPP legislation is preferred.
 - Knowledge of basic accounting practices is preferred.
 - Excellent customer service, time management, attention to detail, accuracy and teamwork skills are essential.
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- A security clearance will be also required for the successful candidate.

Hours of Work: The incumbent will work 72 hours bi-weekly.

Salary Range: \$42,759 – \$52,023 per annum.
The City of St. Albert also offers a comprehensive flexible benefit plan.

Qualified candidates are invited to forward their resume, quoting competition #10/80A by June 4, 2010 to:

Human Resource Services

The City of St. Albert
216, 7 St. Anne Street
St. Albert, Alberta T8N 2X4
fax: (780) 459-1729
on-line applications: www.stalbert.ca/employment



We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.