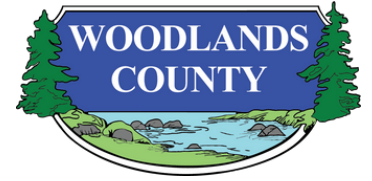


EMPLOYMENT OPPORTUNITY

WOODLANDS COUNTY



Administrative Assistant, Economic Development - Whitecourt Competition No: 2025-011

About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



Submit your cover letter and resume by referencing the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Position Type

Permanent
Full-time (36.25 hours/ week)

Hours of Work

Monday to Friday
8:15 am - 4:30 pm
Some evenings and weekends required

Competition Close Date

Friday, March 21, 2025

Reporting to the Economic Development Officer, this position will provide essential support for Economic Development initiatives including performing administrative tasks such as managing correspondence, scheduling meetings, maintaining records, and serving as a liaison with committees, boards, and the public on Economic Development matters.

Functional Responsibilities:

- Aid the Economic Development Officer with board meetings by handling agendas, packages, minutes, technology, attendance, and minute-taking, and assist in drafting "Request for Decision" documents and Council materials.
- Assist with Board expense claims, conference bookings, and event arrangements for the Economic Development Officer and Committee members.
- Organize advertisements in compliance with advertising policies.
- Perform research, analyze trends, identify business opportunities, and support the implementation of the County's Strategic and Tactical Business Plan goals.
- Assist in routine reporting, including verifying financial statements, managing emails, and supporting departmental budget preparation and purchase order generation.
- Manage Economic Development information on the County website and maintain promotional materials inventory.
- Collect and organize data, conduct basic public research, and assist in updating the Business Directory.
- Provide on-site support for community events, including setup, takedown, and logistical coordination to ensure smooth execution of activities.
- Ensure strict confidentiality and discretion when handling sensitive information.

Functional Requirements:

- Exceptional data entry and communication skills, both written and verbal.
- Strong organizational skills and ability to determine efficiencies in regular tasks.
- Ability to work independently with minimal guidance and in a team setting.
- Highly motivated with a collaborative team spirit.

Qualifications & Education Requirements:

- Office Administration Certificate or Business Diploma or equivalent experience.
- Strong proficiency in Microsoft Word, Excel and PowerPoint.
- 3 or more years practical experience in Municipal Government and knowledge of local government procedures considered an asset.
- Valid Class 5 driver's license.

Contact Us

p. 1-888-870-6315 e. hr@woodlands.ab.ca
PO Box 60, 1 Woodlands Lane, Whitecourt, AB, T7S 1N3