



## **Administrative Assistant, Recreation & Community Development**

Permanent, Full-time – 35 hours / week

**Department:** Recreation & Community Development

**Classification Level:** \$41,878.20 – \$52,379.60

**Reports To:** Director, Recreation & Community Development

At the City of Leduc, we believe in living our values through accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes transparency, innovation and community building. If we've caught your attention, you should know we're currently recruiting for a full-time Administrative Assistant, Recreation & Community Development at the Leduc Recreation Centre.

This position is responsible for provision of quality, professional administrative and secretarial support to the Director, Recreation & Community Development, senior RCD staff, as well as the Parks, Recreation and Culture Board. The incumbent will function according to the established policies and procedures displaying community awareness, tact and diplomacy at all time; thereby ensuring a high standard of service delivery by department and the City of Leduc.

The successful candidate will possess a High School Diploma, with three to five years of related administrative experience in a fast paced office environment. Completion of a related administrative diploma from a college or technical school is considered an asset. Strong computer skills, including Microsoft Office Suite and the Internet are also required. A good understanding of a records management system, knowledge of CLASS registration and booking software is considered an asset. A proven track record of highly developed administrative and organizational skills with the ability to multi-task and prioritize workload efficiently are strongly desired.

If this sounds like you, we want to hear from you! Please send your resume, including cover letter to:

Human Resources  
City of Leduc  
#1 Alexandra Park, Leduc, Alberta T9E 4C4  
Fax: (780) 980-7127  
Email: [resume@leduc.ca](mailto:resume@leduc.ca)  
Visit our website at: [www.leduc.ca/jobs](http://www.leduc.ca/jobs)

**Competition closes at 4:30 pm on Friday, December 12, 2014. We thank all applicants for their interest, however, only those selected for interviews will be contacted.**

