

ENVIRONMENTAL SERVICES SUPPORT ASSISTANT

Permanent / Full-Time

At Red Deer County, we're more than just a workplace – we're a community. Our team is made up of passionate, collaborative individuals dedicated to making a positive impact in our municipality and the lives of the people we serve.

Red Deer County is excited to offer a rewarding permanent opportunity for a dedicated and detail-oriented employee within the Operations Services team as an **Environmental Services Support Assistant**.

Reporting to the Environmental Services Manager, the Environmental Services Support Assistant provides administrative support to Environmental Services and Operations Services Department, performing a wide variety of duties.

Key Responsibilities

- Provide clerical and administrative support to the Environmental Services Manager. Tasks include, but are not limited to: preparing and processing correspondence, reports, procurement documents, and applications; developing and maintaining organized records, files, and databases; and ensuring all related documentation is accurately recorded and readily accessible.
- Deliver exceptional customer service and public relations support through phone, email, digital communication, and in-person interactions on behalf of Environmental Services, Operations Services, and Red Deer County.
- Respond to inquiries and provide information, as authorized by the Environmental Services Manager, to relevant public or private agencies, companies, or departments.
- Track and compile data related to water, wastewater, and solid waste volumes, ensuring accurate and timely reporting.
- Support the review and updating of bylaws, policies, and procedures as required.
- Prepare and distribute correspondence, reports, records, and other documentation as directed by the Environmental Services Manager.
- Perform additional duties, special projects, and responsibilities as assigned, consistent with the scope of the position.

Your contributions will ensure that Red Deer County continues to grow and serve its community with efficiency, professionalism, and innovation.

What You Bring to the Team

- Completion of a post-secondary certificate or diploma in office or business administration, along with a minimum of four (4) years of progressive experience in office administration. A combination of education and directly related experience may also be considered.
- Proven ability to contribute effectively in a collaborative, team-based environment.
- Strong customer service orientation with excellent interpersonal and communication skills.

- Demonstrated ability to work independently and manage tasks with minimal supervision.
 - Adaptable and quick to learn in a dynamic, fast-paced setting.
 - High level of accuracy and proficiency in Microsoft Word, Excel, and data entry is essential.
 - Successful completion of an acceptable Criminal Records Check is required.
 - Experience working in a local government or municipal setting is considered a strong asset.
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Why You'll Love Working with Us

At Red Deer County, we prioritize the well-being and work/life balance of our employees, ensuring you have time for both your career and personal life. Joining our team means becoming part of a supportive and inclusive environment that values innovation, positivity, and growth.

As a Red Deer County employee, you'll enjoy:

- A work culture like no other: inclusive, innovative, and supportive – you'll feel valued and empowered.
 - Amazing Benefits: Competitive compensation, professional development opportunities, and so much more!
 - Wonderful location: Work from a place where the scenery is as inspiring as the work.
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Additional Information

Position Type: Permanent, Full-Time

Department: Operations Services

Office Work Location: Red Deer County Centre, Red Deer County, AB

Hours of Work: Monday to Friday, 8:30 AM – 4:30 PM (35 hours per week)

Starting Annual Salary Scale: \$55,686.00 - \$62,675.00

"The starting salary is determined based on the candidate's qualifications, including their education and experience, to ensure fair and competitive compensation for the position."

Application Details: This is more than just a job – it's an opportunity to grow, thrive, and make a meaningful impact. If you're ready to be part of a supportive team and amazing work culture, we'd love to hear from you!

Submit your cover letter and resume, quoting the position title, no later than **4:30pm, Friday, May 30th, 2025**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



Join us at Red Deer County and make a meaningful impact!

***** A full position description is available upon request. *****

Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

