

Job Posting

Edmonton

Administrative Support Clerk II Job Number: 51531

We are seeking a dynamic and organized individual to join our team as an Administrative Support Clerk. In this role, you will play a key part in ensuring the smooth operation of our Admin Support Team/Branch. You will be responsible for providing a wide range of clerical and administrative services, requiring both collaborative teamwork and independent decision-making.

What will you do?

- Providing direct administrative support to the Open City and Technology Branch, including meeting preparation, catering, meeting minutes, follow-up of action items, agenda development, delegation of authority, and support of travel and training requests
- Functioning independently within established guidelines and escalating difficult or unusual problems to the supervisor
- Using personal computers and various software to complete assignments
- Accurate and timely assistance with purchase orders, invoice payments, and credit card transactions
- Creating purchase order numbers for contract and invoice payments
- Coordinating stationery supply orders through Ariba
- Coordinating repairs for general maintenance and ensuring printers are in good working order, including troubleshooting and training
- Coordinating building maintenance, furniture, and equipment repair requests with facilities or maintenance contractors
- Acting as the emergency evacuation contact for the floor and maintaining office security
- Coordinating and issuing loaner access cards and maintaining after-hours access
- Coordinating courier requests and directing visitors
- Assisting with records retention and disposal
- Providing administrative support to the Open City and Technology Leadership Team, including coordinating meetings, managing schedules, preparing documents, and handling correspondence
- Coordinating and planning travel requirements for the Branch, including booking flights, hotels, and arranging destination travel
- Coordinating internal and external training and conferences
- Arranging for business cards, security access cards, and parking
- Supporting employee expense reporting
- Acting as the Branch Records Advisor

Qualifications:

- Completion of an appropriate certificate program from an approved business school/college
- 2 years of progressively responsible and diversified office experience
- Demonstrated proficiency and experience with computers and experience in programs including Google Suite, Adobe, Ariba, SAP, POSSE, Remedy, Learning Management Systems and Safety Data Management Systems

Assets:

- Knowledge of basic accounting principles and practices
- Considerable knowledge of City and Department services

Skills required for success:

- Ability to handle confidential and sensitive material with utmost discretion
- Excellent customer service skills and the ability to respond to inquiries and complaints in a professional and empathetic manner
- Demonstrates maturity, good judgement, and initiative in daily tasks and decision-making
- Consistently displays tact, diplomacy, and discretion in all interactions

Work Environment:

- Note: This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite as per the Letter of Understanding between the City of Edmonton and Civic Service Union 52
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance
- Alignment to our [Art of Inclusion: Our Diversity and Inclusion Framework](#)
- Alignment to our [Cultural Commitments](#)
- Alignment to our [Leadership Competencies](#)
- Applicants may be tested

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Up to 1 permanent part-time position

Hours of Work: Up to 39 hours per week

Salary: \$25.172 - \$31.257 (Hourly); \$44,346.770 - \$55,067.020 (Annually)

Talent Acquisition Consultant: AS/MZ

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: Word/Data Processing Clerk II

Posting Date: Feb 3, 2025

Closing Date: Feb 17, 2025 11:59:00 PM (MST)

Number of Openings (up to): 1 - Permanent Part-time

Union: CSU 52

Department: Open City and Technology

Work Location(s): Century Place, 14th Floor, 9803 - 102A Avenue Edmonton T5J 3A3

Visit www.edmonton.ca/careers for information on how to apply