



Parkland County
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Parkland County, AB T7Z 1R1

Telephone: 780-968-8888
Toll-Free: 1-888-880-0858
Fax: 780-968-3232

Website:
www.parklandcounty.com

E-mail Applications/Resumes to:
employment@parklandcounty.com

Interested candidates are invited to forward their application/ resume, quoting the Competition Number by mail, fax or e-mail.

Parkland County has a Smoke-Free Workplace Policy in Effect.

Parkland County has a nepotism policy in effect which limits the consideration of employees' relatives for employment. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

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

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Employment Bulletin

With a population of 30,089, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

SECRETARY, HUMAN RESOURCES

(Permanent, Full-time)

Parkland County has a Permanent, Full-time position available in Human Resources for a Secretary. Reporting to the Human Resources Coordinator you will provide support to Human Resources including recruitment, orientation, organizational charts, letter preparation, Bellamy Human Resources module maintenance, records retention, inquiry responses and other general support duties as required. You will demonstrate diplomacy and confidentiality in dealing with sensitive situations and/or information. Excellent organizational, interpersonal and communication skills with the ability to work in a fast paced environment independently and in a team environment are required.

QUALIFICATIONS:

- Grade 12 supplemented by post-secondary secretarial training or equivalent.
- Minimum two years of related office experience preferably in Human Resources.
- Excellent writing and editing skills and proficiency in computer applications (Microsoft Office). Experience with Human Resources software, such as Bellamy, is an asset.

Competition Number:	10-07INT
Rate of Pay:	\$45,925 to \$57,407 per annum
Hours of Work:	7 hours/day; 35 hours/week
Competition Closing Date:	Friday, January 29, 2010, at 4:30 p.m.
Benefits:	Extensive benefits are offered including an option to join our Earned Day Off Program.

Further information concerning this position can be obtained by calling Jocelyn Slobodian, Human Resources Assistant at 780-968-8888 ext. 8203.