CEWA Office

OCTOBER 7, 2026
JOB POSTING #20777

CLERK III

DIVISION: ***FACILITIES***

LOCATION: ***EDMONTON, AB OR CALGARY, AB***

SALARY: ***$2,588.25 – 3,073.50 BI-WEEKLY***

JOB CLASS NUMBER: ***600200***

RELOCATION: ***RELOCATION ASSISTANCE WILL NOT BE PROVIDED FOR THIS POSITION***

POSITION SUMMARY:
Work consists of a variety of standardized tasks performed within clearly defined procedures. Decisions involve selection of the appropriate procedure/technique to follow among defined alternatives. The work performed is under frequent supervision and is defined by standard practice and procedures. Unusual problems or concerns are escalated.

This position is responsible for providing general clerical and administrative support to the business area.

RESPONSIBILITIES:
- Support business functions and project administration processes
- Prepares and maintains routine reports using established templates
- Time and data entry
- Process work orders
- Document processes and maintain records and manuals
- Coordinate and maintain office calendars (leaders, vacation, event, etc.)
- Book meetings including logistics, create agendas, and take minutes
- Draft correspondence
- Perform records management
- Order, track, and maintain supplies and inventory
- Prepare, sort and distribute mail and courier packages
- Coordinate travel arrangements
- Create requisitions and/or purchase orders
- Receive, track, verify, and process invoices
- Respond to inquiries and investigate anomalies
- Process financial transactions (travel, credit card, etc.)
- Support budget processes
- Provide customer service
- Coordinate furniture and equipment inventory and repairs
- Coordinate office moves
- Assist with special events
- Other duties of a similar nature

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QUALIFICATIONS:

- High School Diploma
- Minimum of 1 year related experience
- Strong customer service skills
- Proficient skills in the use of computer applications (MS Office, databases)
- Organizational and time management skills with an ability to handle multiple competing requests
- Strong communication skills (both oral and written)
- Excellent attention to detail

Please apply online with your ATCO Talent Profile through Oracle **ON OR BEFORE OCTOBER 20, 2026**. It is important for applicants to ensure their ATCO Talent Profile or resume details the required qualifications stated above including any other supporting career information. Late applications will not be considered.

If the Company is unable to fill this vacancy through this internal Job Posting process, it may choose to advertise for external applicants. Bargaining unit members who apply on an advertisement for external applicants will be eligible to compete for the Job on the same basis as any other external candidate; the Job Posting provisions under the Collective Agreement will not apply.

The current supervisor of those applicants selected for an interview may be requested to supply a reference. For further information please contact Stephanie Graham via email at stephanie.graham@atco.com.

Issued: October 7, 2026 **Application Deadline: October 20, 2026**

This position is administered under the CU Inc. and Canadian Energy Workers Association Collective Agreement, Job Posting provisions.

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