ATCO

CEWA Office

OCTOBER 29, 2026

JOB POSTING REQ # 20849

CLERK III

DIVISION: ***HEALTH & SAFETY***

LOCATION: ***EDMONTON, AB***

SALARY: ***$2,658.42 - $3,157.32 BI-WEEKLY*** ***JOB CLASS NUMBER: 500200***

RELOCATION: ***NO RELOCATION ASSISTANCE WILL 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.

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.

Continued…

PLEASE DO NOT REMOVE FROM BULLETIN BOARD BEFORE NOVEMBER 14, 2026

- Strong communication skills (both oral and written).
- Excellent attention to detail.

For further information please contact Doug Baggett at 1-780-882-2911 or by email at Doug.Baggett@atco.com

Please apply online with your ATCO Talent Profile through Oracle **ON OR BEFORE NOVEMBER 13, 2024**. 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.

Issued: October 29, 2026 **Application Deadline: November 13, 2026**

PLEASE DO NOT REMOVE FROM BULLETIN BOARD BEFORE NOVEMBER 14, 2026