
Position Profile

Administrative Coordinator - Edmonton

Role(s) Required

Seeking an Administrative Coordinator. One position available in Edmonton.

Role Description

Are you an administrative professional who relishes supporting others, do you enjoy a wide array of administrative duties? Are you high energy and engaging? Can you multitask and are you a stickler for detail, organization, and timeliness? Do you produce documents that are error free and professional in quality and content? As the Administrative Coordinator reporting to the Director of Operations, you will work closely with the Corporate Affairs team to provide administrative and office support to the broader Invest Alberta Corporation (IAC) team. You will be a key player in terms of ensuring a smooth running office and provision of high-quality administrative support in-person and remotely. Your responsibilities will include:

You will:

- Provide a welcoming environment for employees and visitors to the office.
- Scheduling meetings, booking, and coordinating travel arrangements, assisting with business expense, and reporting.
- Setting up meeting rooms, ordering catering for meetings, keep office supplies stocked, and opening and distribution of mail.
- Online document management.
- Document preparation using the MS Office suite of applications.
- Office building and vendor management.
- Assisting with onboarding of new employees into the office.
- Some ad hoc projects as required.

About the Agency

Invest Alberta Corporation works directly with investors to attract high-value and high-impact investments to the province. With 11 international offices located in key markets around the world, we bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

The Government of Alberta established Invest Alberta as a Crown corporation to promote Alberta as an investment destination, generate leads and cultivate investor and partner relationships, and provide support services to high-impact and high-value investors.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual identity, religious or ethnic backgrounds or physical abilities.

Skills & Experience

As the ideal candidate you will have a degree or diploma in a related field combined with a minimum of two years administrative experience in a professional environment. Your experience will demonstrate your proficiency in MS Office, MS Teams, MS SharePoint. In addition, your documentation management and preparation skills, and oral and written communication skills will be excellent. Finally, you are a team player and have worked in environments where you have supported a number of professionals. Experience working in a Crown corporation or government agency environment will be considered an asset. Equivalencies will be considered.

How to Apply:

Interested in being a part of a new, dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections while earning a competitive salary with comprehensive benefits, apply **in the strictest of confidence**, by email, and include a cover letter and resume, and your salary expectations to:

Jill Perras

Director of Operations

Email: hr@investalberta.ca

Closing Date: October 18, 2021

Thank you for your interest in Invest Alberta Corporation

Only those candidates selected for interviews will be contacted. No phone calls please.

To learn more about IAC & this position please visit: investalberta.ca