

Executive Assistant (2 Positions)

1 Full-time, Permanent (Executive Assistant to the Chief Financial & Administration Officer)

1 Full-time, Permanent (Executive Assistant to the Chief Operating Officer)

Location: Edmonton Office

Competition #17-14

Interested candidates will be considered for both positions, unless specified in your cover letter

Want to be part of a team that makes a difference? Come be part of the change.

Since 1920, APEGA has been regulating the practices of engineering and geoscience to serve the public interest in Alberta.

We are looking for energetic individuals who thrive in a dynamic, fast-paced, and challenging environment. You need to be committed to serving the community with integrity, accountability, and innovation, and have a desire to deliver exceptional service. If you reflect these values, have the knowledge, skills, and abilities to make a difference through your work, and are passionate about acting in the best interest of public safety – then come be a part of our diverse team!

Together we can help shape the present and future practices of Professional Engineers and Geoscientists of Alberta.

Position Summary

These Executive Assistant positions report to two C-level Executives. The Executive Assistant (EA) provides administrative support and acts as the main point of contact on behalf of the Executive. The Executive Assistant is able to liaise with stakeholders, work independently, address high stress situations with tact and diplomacy, and handle confidential matter with discreet.

The Executive Assistant to the Chief Financial & Administration Officer (CFAO) provides administrative support to APEGA's Audit Committee and secondary administrative support to the Administration Group Management Team.

The Executive Assistant to the Chief Operating Officer (COO) provides secondary administrative support to the Operations Group Management Team and provides leadership to Administrative Assistants within the Operations Group.

Responsibilities

- Act as main point of contact for the Executive with internal and external stakeholders
- Calendar management including booking appointments, coordinate Executive's schedule, and troubleshoot impromptu meeting requests

- Complete travel arrangements including itinerary, agenda, and document package(s), ensuring the best use of the Executive's time
- Work closely with the Executive, keeping him/her well informed of upcoming commitments and responsibilities with appropriate follow-up
- Provide updates to the Executive on pertinent issues within their portfolio, internal and/or external developments
- Prioritize conflicting needs and handle matters expeditiously, proactively and courteously
- Maintain ad-hoc projects, providing support, coordination and follow through
- Draft communication on behalf of the Executive, when necessary
- Provide support to managers and/or directors within the Executive's portfolio as required
- Event management and administrative support including scheduling and supporting meetings, such as agenda and materials compilation, minutes, and meeting logistics
- Complete expense reports and tracking of reimbursement

Skills & Attributes

- Proficient with Microsoft Office with sound knowledge of office equipment
- Expert calendar management ability with experience planning and coordinating meetings
- Working knowledge of privacy requirements and confidentiality protocols
- Knowledge of the Engineer & Geoscience Professions Act considered an asset
- Knowledge of non-profit, self-regulating professions, council and committee requirements considered an asset
- Previous experience preparing agendas, compiling and distributing meeting minutes required
- Shows a strong commitment and focus on delivering exceptional customer service
- Organizational and time management skills are essential
- Strong interpersonal skills with the ability to work with a diverse group of people required
- Excellent communication skills, both verbal and written
- High attention to detail and accuracy, willingness to learn and troubleshoot
- Dynamic and innovative problem solving skills
- Ability to work in a fast-paced environment, under pressure with tight deadlines
- Ability to prioritize work and multi-task while demonstrating flexibility and reliability
- Ability to work with minimal guidance: both independently and in a team setting

Qualifications

- Post-Secondary education in a related field with 3-5 years supporting a C-level executive
- Previous education and/or experience in financial services considered an asset for the Executive Assistant to the CFAO

Closing Date: Until successful candidate is found

If you are interested in this position, please submit your cover letter and resume as one pdf document (file name: *LastName_FirstName.pdf*) to Human Resources at HR@apega.ca

Please note, each submission needs to clearly indicate the competition number of the position you are applying for. Thank you for your interest in APEGA. Only those candidates selected for interviews will be contacted.