



Executive Assistant to the Chief Regulatory Officer (14 Month Term)

1 Full-time, Temporary (14 Month Term)

Location: Edmonton Office

Competition #17-10

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

Reporting to the Chief Regulatory Officer, the Executive Assistant to the Chief Regulatory Office provides executive administration support and acts as the main point of contact for the Chief Regulatory Office, including acting as the liaison for Regulatory Directors and internal departments. In addition, this role provides administrative support to the Director of Regulatory Operations.

The Executive Assistant to the Chief Regulatory Officer is able to work independently, address high stress situations with tact and diplomacy, and handle confidential matters with discretion. In addition, the Executive Assistant to the Chief Regulatory Officer has recognition & understanding of Regulatory operations, procedures, strategic priorities, and people.

Responsibilities

- Provide executive administrative support to the Chief Regulator Officer (CRO) and act as the main point of contact on behalf of the CRO
- Manage the CRO's inbox including calendar management as well as prioritize conflicting needs and handle matters expeditiously and proactively
- Make travel arrangements, including itinerary, agenda, and document package(s)
- Provide updates to the CRO on pertinent issues pertaining to the Regulatory Group, internal, and/or external developments
- Ensuring policies and procedures are adhered to when handling records and documents

- Maintain the ad-hoc projects for the CRO by providing support, coordination, and follow-through to ensure successful completion
- Receive, research, and address inquiries from staff, members, the public, and other internal & external stakeholders in a timely and professional manner
- Complete expense reports and tracking reimbursements
- Draft communications on behalf of the CRO, when necessary
- Participate as an adjunct member of the Regulatory Management Team, including scheduling and supporting meetings, such as agenda & materials compilation, minutes, and meeting logistics
- Acts as a liaison between the CRO, Regulatory Directors & Managers, and other internal & external stakeholders
- Provide administrative support to the Director of Regulatory Operations, including but not limited to standards, policy, and process development, and administration of APEGA/ASET Joint Boards
- Provide administrative support for the regulatory components of the “The Engineering and Geosciences Profession (EGP) Act” and assist, where required, in ensuring compliance regarding Regulatory policies, procedures, and associated management system
- Event management for the Regulatory Group and Committee activities, including assisting in booking meetings, agenda package compilation and materials, minutes, event logistics, and reporting
- Provide guidance, when needed, to other Administrative Assistants within the Regulatory Group
- Promote initiative, self-improvement, and continuing education
- Provide a forum where ideas and experiences can be shared

Skills & Attributes

- Proficient with Microsoft Office with sound knowledge of office equipment
- Strong 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 an agenda, 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
- Excellent communication skills: both verbal and written
- Strong attention to detail and accuracy, willingness to learn and troubleshoot
- Able to self-motivate with 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

Qualifications

- Post-Secondary diploma, supplemented with coursework in office/business administration required
- 3-5 years of office administration experience supporting senior executive required

Closing Date: Until successful candidate is found

If you are interested in this position, please submit your resume and salary expectations 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.*