

Job Description

Job Title:	Administrative Services Coordinator
Job ID:	1042743
Location:	Edmonton
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

About Us

Edmonton - Elections Alberta's mandate is to administer open, fair and impartial elections by providing stakeholders with the necessary information and means to participate in the democratic process. We also provide support to election officials to ensure impartial service delivery and serve in an advisory and regulatory role to achieve compliance in electoral finance activities.

Elections Alberta is a non-partisan office of the Legislative Assembly.

Role

As the receptionist you will be the first point of contact for Elections Alberta; receiving visitors, answering general inquiries from the public, and screening and directing calls.

You will also be responsible for providing administrative support for the Chief Electoral Officer (CEO) and the Deputy Chief Electoral Officer (DCEO). This may include drafting replies to routine correspondence, preparing for meetings and training sessions, arranging conferences and scheduling appointments. You will also make meeting and travel arrangements for the CEO and the DCEO.

Additionally you will receive, screen and record all incoming mail and invoices, and distribute all incoming and outgoing correspondence.

Qualifications

High school diploma, plus one year related work experience. Post-Secondary Education in a related field would be preferred. Previous GOA experience in an Administrative role will also be considered an asset. Experience in Microsoft Office is required. Experience in dealing with a variety of stakeholders, minute taking and filing systems will be considered an asset. If you possess any or all of these qualifications, they must be noted in your resume.

Salary

\$1,499.09 - \$1,824.23 Bi-Weekly (\$38,991.33 - \$47,612.40 annually)

Notes

Final candidates for this position will be asked to undergo a security screening.

How to Apply

Online applications are preferred. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the job ID, to:

Elections Alberta, Human Resources

Suite 100, 11510 Kingsway NW

Edmonton, AB T5G 2Y5

or fax: 780-422-2900.

Closing Statement

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

Closing Date: June 11, 2017