

University of Alberta
Vice President of External Relations - External Relations Calgary Office
Executive Assistant (External Relations Calgary)

Located in the University of Alberta's Calgary Centre (www.calgary.ualberta.ca/), this position reports directly to the Director and works closely with the Associate Director. The Executive Assistant will provide full administrative support to the Director, and general office support for routine office activities. The incumbent will be a knowledgeable and professional assistant. The Executive Assistant will demonstrate solid executive presence; possess a general understanding of development initiatives and activities; exhibit an in-depth understanding of the public sector perspective and University culture; and demonstrate knowledge and confidence in executing the University's policies and procedures.

Duties

- Independently manages and coordinates the Director's calendar
- Plans, organizes and coordinates programs in support of fundraising initiatives
- Prepares, reviews, proofreads, and formats a variety of documents
- Makes travel arrangements
- Effectively represents management when liaising with a variety of stakeholders both internal and external clients
- Greets, screens, and directs visitors to the Calgary Centre with professionalism, tact and diplomacy
- Overseas incoming mail, faxes, courier packages, etc.
- Prepares invoices; reconciles general ledgers, supporting reports and credit card statements; monitors and tracks expenditures; and, follows up on any discrepancies or unexpected transactions
- Completes and provides internal control for travel and expense claim forms
- Performs other duties as required

Qualifications

- High school diploma supplemented by office administration and/or accounting courses
- Three to five years senior administrative work experience is required
- Strong attention-to-detail
- Superior organizational, interpersonal, and communication (oral and written) skills
- Knowledge and practical experience in a complex fundraising environment is considered an asset
- Experience managing an extremely busy executive schedule would be an asset
- Ability to work independently in a team environment while exercising discretion and confidentiality
- Demonstrated experience providing timely and efficient service in a professional and ethical manner
- Proficiency with Microsoft Office applications, and databases (including Word, Excel, PowerPoint, and Outlook) is essential

Competition No. - **S107211708**

Closing Date - **Aug 19, 2010**

Salary range - **\$3,535.35 to \$4,772.95 per month**

This position offers a comprehensive benefits package which can be viewed at: www.hrs.ualberta.ca. Please note that salary is subject to the University Furlough Levy.

Interested applicants may apply:

Online : <http://www.careers.ualberta.ca/competition.aspx?id=S107211708>

The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.