



## Administrative Support

**Posted by:** Alberta Ltd

**Posting date:** 10-Feb-2023      **Closing date:** 28-Aug-2023

**Education:** High School Diploma

**Language:** English (Required)

**Job location:**

**Salary:** \$4616

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 10+

**Job Type:** Full Time

**Job id:** CAJ3363610

Expired

## Job description:

### Job Information

Ministry: Transportation and Economic Corridors

Location: Twin Atria Building, 4999 - 98 Avenue NW, Edmonton, AB

Full or Part-Time: Full Time

Hours of Work: 36.25 hours per week

Regular/Temporary: Regular

Scope: Open Competition

Classification: Subsidiary 01B 3625 Administrative Support 5

## About Us

The Alberta Ltd is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported.

Alberta Transportation and Economic Corridors (TEC) is a centre of excellence for transportation in North America. We contribute to Alberta's prosperity and quality of life by providing and supporting a safe, innovative, and sustainable provincial transportation system and water management infrastructure. With Alberta Transportation and Economic Corridors, you can engage in a fulfilling career with diverse room to grow. We believe in building careers, providing opportunities for growth within the organization, and strive to provide our staff with a work-life balance including reasonable hours of work to ensure time with family and to accommodate outside interests.

The ministry consists of the Department of Transportation and Economic Corridors. The department promotes a vital and diverse economy by:

- Managing transportation safety
- Supporting municipalities with public transportation and water/wastewater facilities
- Expanding and enhancing a well-integrated transportation system and enabling market access

For more information, visit

## Role

Reporting to the Executive Director, the Administrative Assistant provides the full complement of administrative services to the Executive Director and coordinates administrative standards and correspondence across the Branch by effectively communicating with staff and following applicable ministry policies and procedures. This ensures the Executive Director and Branch management are appropriately supported and that all action requests, and other deliverables are completed on time.

The main responsibilities for the Administrative Assistant are (but not limited to):

- Provide senior level administrative assistance to the Branch
- Coordinate and track the budget and any contract/grant dollars
- Coordinating the sign off/approval process for grants and contracts
- Maintaining the Branch financial system to monitor and forecast expenditures
- Office administration and coordination of branch activities

## Qualifications

Required:

- High School Diploma supplemented with a minimum of 3 years of progressively responsible administrative support experience

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

Desired:

- Knowledge of ministry correspondence and action request programs and procedures to effectively coordinate action requests within the Branch
- Familiarity with office administrative systems such as Microsoft Office (Outlook, Word, Excel and PowerPoint), the ARTS system, IMAGIS, and 1GX

## **APS Competencies**

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**