



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Assistant, Executive Administrator

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|--------------------|---|---------------------|
| Job ID | oV9KlfwT-13138-6416 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=oV9KlfwT-13138-6416 | |
| Company | EPCOR | |
| Location | Edmonton, Alberta | |
| Date Posted | From: 2022-12-02 | To: 2050-01-01 |
| Job | Type: Full-time | Category: Utilities |

Description

Highlights of the job

We are hiring a full-time permanent Executive Administrator Assistant position working out of EPCOR Tower in Edmonton, AB. This position reports to, and works closely with the Executive Assistant to the President and CEO and Assistant Corporate Secretary. As the Assistant, you support and ensure the efficient functioning and daily management of the offices of the President and CEO and the EPCOR Board of Directors. Using your organization and communication skills, you are responsible for calendar and correspondence management, editing and formatting documents, budget tracking, booking travel and accommodations, processing expense claims, event planning and administrative project work. You possess a strong sense of urgency and adapt to changes in priorities. You are a team player, a collaborator and naturally build relationships. You take pride in the work you do. You have a positive attitude, are a self-starter and you take actions to meet the needs of your role. What you'd be responsible for

Providing professional, accurate, confidential and efficient support to the offices of the CEO and the Board. This includes calendar and correspondence management, administrative project work, report management, updating internal communications and other duties as required. Handling highly sensitive and confidential matters and documentation relating to the daily activity of the offices of the CEO and the Board. Establishing effective working relationships with contacts to promote and support the effective and efficient operation of the offices of the CEO and the Board. Providing assistance in managing and maintaining operations for the Executive floor which may include participating in and tracking department initiatives, mail distribution, supply and stationary ordering, ensuring all office equipment is in good working condition, maintaining memberships, subscriptions, hardware and software needs and upgrades, p-card reconciliations and contact for company-wide initiatives. Managing the Executive SharePoint sites and intranet teams. Assist with the administration of Diligent Boards. Providing assistance with executive and board meeting planning cycles, including preparation, records retention and attending to assist with technology necessary for presentations. Drafting, reviewing, preparing and formatting documents, correspondence and presentations as required. Proof reading all material to ensure it is readable and error free. Processing expense claims, invoices and purchase orders. Assisting with the planning and executing internal and external functions for CEO initiatives and Board

meetings. Working with other Executive Assistants to ensure that work and information flow smoothly between business units and shared services groups.

What's required to be successful

A post-secondary executive assistant or legal assistant diploma with 5+ years of progressive experience would be preferred. Experience and/or designation in the Governance Professional role would be considered an asset. Advanced technical skills in the use of various computer applications including the Microsoft Office 365, Oracle, and SharePoint. Proven ability to multi-task, prioritize and complete tasks to meet or exceed assigned deadlines. Analytical, detail-oriented, flexible, decisive and resourceful. Comfortable in a fast-paced environment with the ability to prioritize work and think and work independently. A problem solver with the ability to function under pressure, make decisions and prioritize assignments to ensure all work is completed and deadlines met. Exceptional written and oral communication skills.

Other important facts about this job

Jurisdiction: Professional
Hours of work: 80 hours biweekly
Application deadline: December 14, 2022
Learn more about Working at EPCOR! Follow us on LinkedIn, Twitter, Glassdoor or Facebook! #LI-TA2
Please note the following information: A requirement of working for EPCOR is that you are at least 18 years of age and legally entitled to work in Canada. (A copy of a valid work permit may be required.) If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment. A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion. To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.

For more information, visit EPCOR for Assistant, Executive Administrator