WWW.TWOSE.CA

• 11211 142 STREET NW EDMONTON, AB T5M 4A1

C 780-452-9100

POSTING NO.: ESSF 1726 AFFILIATION: CSU 52

The Edmonton Space & Science Foundation Administrative Assistant II Full-Time

Join TELUS World of Science – Edmonton (TWOSE) as we embark on our 40^{th} trip around the sun! Situated in the heart of amiskwacîwâskahikan $\langle \Gamma^{n}b \cdot \dot{\neg} \dot{\neg} b^{n} \Delta b^{2}$ in Treaty Six Territory and the Métis Homeland, we are the destination to engage Albertans' hearts and minds in science, with a mission to ignite curiosity, inspire discovery, celebrate science, and change lives.

We take pride in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and the Science Centre team is as diverse as our guests. We encourage Black, Indigenous, and racialized peoples, persons living with disability and neurodiversity, women, sexual and gender minorities, and members of all minority groups to apply.

Be part of an organization that values diverse perspectives, identities, abilities, and expressions. From cosmic discoveries through telescopes to 'Aha!' moments under microscopes, join the Science Centre as we celebrate the endless possibilities of science for the next 40 years!

POSITION SUMMARY:

Reporting directly to the Executive Assistant, this position provides administrative services to support the business units within the organization. This position is responsible for optimizing the efficiency and responsiveness of the office operations and requires a well-organized, highly motivated individual to provide general administrative and office management skills.

DUTIES AND RESPONSIBILITIES:

TELUS WORLD

- Answer and direct phone calls and emails and assist guests of the organization.
- Ensure that correspondence and documents adhere to the organization's standards, are in the proper format, are grammatically correct, and convey appropriate information.
- Provide administrative support, including preparing letters, reports, marketing materials, and other correspondence and resources.
- Work collaboratively with business units, providing administrative support.
- Manage event RSVP lists, including elected officials.
- Complete maintenance and data entry in stakeholder database software as required.
- Process incoming and outgoing mail, including coordinating organizational mailings to donors, members, Board, and schools.
- Ensure the management of records of correspondence, reports, and other material according to established procedures.

WWW.TWOSE.CA

780-452-9100

11211 142 STREET NW EDMONTON, AB T5M 4A1



- Maintain Administration SharePoint page, ensuring up-to-date and relevant information is available to all staff.
- Maintain office safety and security by remaining current with and following safety and emergency evacuation procedures.
- Organize and maintain general office supplies and stationery.
- Assist in data entry to ensure segregation of duties as required by Finance.
- Present a positive and professional image for the organization and ensure the reception area is tidy and welcoming.
- Research and complete travel arrangements for the Executive Office.
- Research and arrange catering and other event-related vendors for the Executive Office.

QUALIFICATIONS:

Knowledge and Abilities:

- Exceptional organizational skills with the ability to manage time and prioritize tasks supporting the organization's mission and strategic goals.
- Knowledge of office management systems and procedures.
- Strong attention to detail and accuracy in all tasks.
- Demonstrated problem-solving abilities and a proactive approach to overcoming challenges.
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, SharePoint, Teams). Knowledge of Raiser's Edge is an asset but not required.
- Ability to establish and maintain effective working relations as work assignments necessitate.
- Excellent interpersonal and communication skills and a strong capacity for initiative and innovation.
- Positive, enthusiastic attitude and an ability to work independently and as part of a team.
- Commitment to upholding professional standards and maintaining confidentiality.

Education and Experience:

- Completion of a post-secondary program in Business Administration, Office Management, or a related field.
- Experience in an administrative support role, with at least 2 years of relevant experience.

Note: A clean Police Information Check, including the vulnerable sector, is a condition of employment for successful candidates. The check must be completed prior to the commencement of work and is the financial responsibility of the candidate.

Wages: \$47,649.00 to \$59,358.00 annually, based on the 2023-2024 Collective Agreement with Civic Service Union 52 (FT140).

Hours of Work: 75 hours biweekly. Standard operating hours are 8:30 a.m. to 4:30 p.m., Monday to Friday. Flexibility will be required to assist with occasional evening events.



 WWW.TWOSE.CA
11211 142 STREET NW EDMONTON, AB T5M 4A1
780-452-9100

Opening Date: April 24, 2024 Closing Date: May 3, 2024

How to Apply: <u>hr@twose.ca</u>

Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.

