

- 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

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☎ 780-452-9100

Opening Date: April 24, 2024

Closing Date: May 3, 2024

How to Apply: hr@twose.ca

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.

LAT 53° 33' 40" N LON 113° 33' 50" W