



Administrator

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors the environment of the Regional Municipality of Wood Buffalo in north-eastern Alberta. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial monitoring in any one area, anywhere in Canada. WBEA is committed to reporting accurate and timely high-quality data from our Ambient Air Monitoring (AAM), Terrestrial Environmental Effects Monitoring (TEEM), and Community Odour Monitoring (OMP) Programs to ensure regional stakeholders have the information they need to make informed environmental decisions.

The Wood Buffalo Environmental Association is currently seeking a permanent, full-time Administrator to join our team. Reporting to the Executive Director, the Administrator will be responsible for providing administrative support to the Executive Director and to all Technical Committees.

Position Responsibilities

Support to Executive Director and to all WBEA Technical Committees:

- Provide administrative support to Executive Director including coordinating and scheduling meetings, drafting meeting minutes, calendar management, etc.
- Prepare meeting agendas, presentations, meeting minutes, and /or meeting materials as assigned by the Executive Director, Stakeholder Engagement Coordinators and/or Accounting team
- Support WBEA Technical Program Leads and Stakeholder Engagement Coordinators in meeting administrative obligations to WBEA members and funders
- Work with Executive Director to compile and organize information for WBEA members and ensure appropriate planning and responses to all stakeholders

Support to all WBEA business functions:

- Manage daily administrative functions of WBEA office
- Develop and maintain administrative standard operating procedures
- Act as the first point of contact of WBEA office, including reception duties (answering phones and greeting visitors)
- Coordinate meetings, including coordinating logistics and catering, disseminating agenda, and keeping track of action items
- Coordinate with, report on and make recommendations to all business functions on administrative issues, proposed improvements, and status of current/planned initiatives
- Order and maintain the inventory of stationary and office supplies
- Manage facilities, including meeting spaces and boardrooms, organizing workspace moves, coordinating space planning initiatives, and coordinating work of onsite office contractors
- Support building safety initiatives including managing alarms and locks, coordinating and administering onsite safety orientation for visitors and contractors
- Manage and maintain electronic administrative files, including FileHold (document management system) and Confluence (team collaboration software)
- Backup for shipping and receiving, as required
- Other duties as assigned



Qualifications

- Post-Secondary Education in Business Administration or related experience in Accounting, Science, or Communications
- 3+ years' related experience is required
- Demonstrated ability to work with multiple parties and stakeholders
- Demonstrated ability to work independently, with minimal supervision, and work effectively in a collaborative team environment
- Excellent planning and workflow management, decision-making, and organizational skills are required
- Ability to maintain high levels of discretion when dealing with confidential information is required
- Strong communication and interpersonal skills
- Highly developed time management skills and computer skills; including proficiency with Microsoft Office
- A valid driver's license and a clean driving record

Schedule: Full-time, 40 hours per week at 8 hours per day from Monday to Friday

Employment Status: Permanent, full-time.

Work Location: Fort McMurray, Alberta

For more information, visit: <http://www.wbea.org>

Application Instructions: Please submit a **resume and cover letter** that outlines why your skills, experience and personality would make you an excellent candidate for the full-time permanent Administrator role at WBEA. If you are interested in joining our team, please apply here: <https://www.fitzii.com/apply/40272?s=c7>

Application Deadline: Friday, May 31, 2019, at 5:00 p.m. MST

We thank all applicants for their interest. Only those selected for an interview will be contacted.