



Position Description

Office Administrator

January 2018

PURPOSE:

The Office Administrator provides support services to the executive office of the Alberta Local Authorities Pension Plan Corp. ("ALAPP Corp."). The Office Administrator is responsible for maintaining an effective infrastructure, general office and administrative support, and assisting with day to day office operations.

REPORTS TO:

President & Chief Executive Officer ("CEO")

RESPONSIBILITIES AND ACTIVITIES:

Key responsibilities of the Office Administrator include, but are not limited to, the following:

- ◆ Maintaining effective office infrastructure including furniture and equipment and the document filing system, and establishing and documenting office procedures, to ensure smooth operation of the office
- ◆ Senior administrative support to the CEO, including coordinating meetings and travel arrangements and preparing documents and correspondence
- ◆ Senior administrative level support to the executive function, including preparing, formatting, proof reading and editing (as required) reports to the Board of Directors and other documents and correspondence, compiling data and research materials, processing incoming and outgoing mail, faxes, and couriers
- ◆ Managing up-to-date stakeholder lists
- ◆ Planning and organizing staff meetings and other events
- ◆ General reception functions as required
- ◆ Assisting with the annual audit of the financial statements
- ◆ Assisting the Board Secretary as required with administrative support to the Board of Directors and Board meetings, and acting as backup to the Board Secretary
- ◆ Liaising with outside suppliers and Alberta Treasury Board & Finance as required
- ◆ Dealing with inquiries from plan members and stakeholders
- ◆ Assisting with day to day accounting operations, as required, including accounts payable and receivable, compiling and summarizing data used in financial statements, preparing monthly, quarterly and annual financial statements, banking, bank reconciliations, payroll, and purchasing procedures

SCOPE/COMPLEXITY:

- ◆ Responsibilities are broad and diverse, requiring the ability to prioritize and deal with competing demands
- ◆ High degree of independence, planning and organizational skills as well as high standards of accuracy. Attention to detail is essential
- ◆ Position supports four executives and other managerial staff, requiring flexibility, tact, and excellent people skills
- ◆ Deals with personal data, requiring discretion and strict respect for confidentiality

SCOPE/COMPLEXITY:

- ◆ Works under moderate supervision and direction, requiring strong sense of responsibility and initiative
- ◆ Comply with the complex demands of Alberta Treasury Board & Finance's reporting requirements
- ◆ Assist with managing a \$3.0 million + budget

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- ◆ Experience in office services
- ◆ Experience and training in senior level administrative services including business application software (Microsoft Office including Power Point and Excel)
- ◆ Excellent word processing and general secretarial skills
- ◆ Basic accounting experience including the use of accounting software
- ◆ Sound judgement and personal ethics

Skills and Abilities

- ◆ Excellent English communication skills, written and verbal, including proofreading skills
- ◆ Ability to work well as a member of a small, cohesive, cooperative team
- ◆ Ability and willingness to anticipate issues, creatively solve problems and be proactive
- ◆ Ability to work with a diverse Board of Directors
- ◆ Ability to work independently, with a minimum of supervision, under time pressures
- ◆ Ability to work reliably in a fast-paced, stressful, politically sensitive, changing and uncertain environment

QUALIFICATIONS:

- ◆ College diploma in English or office administration, and a minimum of 5 years' experience working in an administrative environment, and/or equivalent education and experience
- ◆ Training in specific software applications, general office administration and accounting and bookkeeping
- ◆ Knowledge of pension plans an asset

CONTACTS

Contacts within LAPP include the Board and its committees, the senior ALAPP Corp. executives and other managerial staff.

Contacts outside LAPP include:

- ◆ Plan members
- ◆ representatives of LAPP's stakeholders including employers, unions and umbrella organizations
- ◆ representatives of service/supplier organizations (including APS, AIMCo, legal counsel, actuaries, investment consultants and other consultants)
- ◆ Provincial Government officials including Alberta Treasury Board & Finance pension policy staff and Financial Reporting and Compliance staff
- ◆ Office of the Auditor General officials

MORE INFORMATION:

- ◆ For additional details or to apply for this position, please contact:

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