



EXTERNAL JOB POSTING EXECUTIVE ASSISTANT

Competition: #1183–EA-401–EX-35

Reports To: Finance Director

Status: Out - of - Scope

GENERAL DESCRIPTION

Southern Alberta Community Living Association (SACLA) has supported children and adults with a developmental disability to live meaningful and contributing lives in the community since 1980. We are seeking an innovative self-starter for our Administrative team. Duties will include everything from minute taking; maintenance of personnel records; brochure design; support and supervision of administrative staff; and more! The variety of tasks inherent in this position will require extensive computer knowledge and training; flexibility; creativity, supervisory experience and superior communication skills.

JOB DUTIES

Provide support directly, or supervise staff to provide advanced administrative support by managing confidential information and correspondence.

Create presentation materials, organize events, and meetings.

Manage facility by purchasing and procuring maintenance services.

Maintain personnel records and manage related database spreadsheets.

Provide troubleshooting and support of the network server and office software packages.

EXPERIENCE AND EDUCATION

Be computer literate with Server 2003, Windows XP/7, and Microsoft Office 2003/2007.

A minimum of four (4) years related work experience and a diploma in a relevant discipline or a combination of skills, training and experience that clearly demonstrates the required technical and business expertise

CONDITIONS OF EMPLOYMENT

All persons 18 years of age who receive a conditional offer of employment must provide:

- Current and clear Criminal Record Check for the Vulnerable Sector.
- Valid driver's license, good driving record and access to a vehicle with \$1,000,000 public liability.
- Proof of educational credentials.

PERSONAL COMPETENCIES

Achievement Orientation – the desire to continually set, measure and achieve challenging professional goals

Willingly Accountable – the desire to be held accountable for personal, team, and organizational goals

Passion for the Association – the heartfelt commitment to the Association's mission

External Relation Building – the ability to maintain community engagement and liaison relationships

ALL APPLICATIONS MUST QUOTE COMPETITION NUMBER.

Please submit resume and cover letter in confidence to:

Southern Alberta Community Living Association
401 – 21 A Street North., Lethbridge, Alberta T1H 6L6
ATTENTION: Heather Todd, Finance Director
Email: admin@sacla.ca or heather.todd@sacla.ca