

## CAREER OPPORTUNITY

### Program Administrator

Alberta Recycling Management Authority (ARMA) is seeking a permanent full-time Program Administrator for the used oil recycling program (the Program). This position is located in our downtown Edmonton office.

The Program Administrator is responsible for verification of funding claims submitted by used oil material recyclers registered with the Program. A strong understanding of the funding terms and conditions of the Program combined with a high attention to detail is required for success in this position. The ideal candidate will bring advanced administrative, communication, analytical, and problem-solving skills to the position. The ability to work well as part of a team is necessary in addition to ongoing collaboration with other departments in the organization.

Interested candidates should review the details below and submit a cover letter and resume by email to: [careers@albertarecycling.ca](mailto:careers@albertarecycling.ca)

We thank all candidates for their interest, but only those selected for an interview will be contacted.

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#### Position Summary:

The Program Administrator is accountable for the verification of registered processor incentive claims to confirm compliance with the requirements of the program.

**Reports to:** Manager, Program Administration

#### Core Responsibilities:

1. Ensure processor incentive claims received are complete and accurate, and supporting documentation is validated prior to preparing payable requisition in accordance with organization policies and procedures.
2. Liaise with processors to correct incomplete or inaccurate incentive claim packages.
3. All incentive claim information is entered accurately and on time within the appropriate systems.
4. Ensure ongoing and timely communication with processors on program related matters.
5. Ensure documentation for all processors and approved downstream processors in accordance with the incentive program requirements.
6. Collaborate with other departments to ensure any non-compliance issues are communicated and followed up on with respect to processor documentation and incentive claims.
7. As a member of the Program Administration Team, provide data, analysis and/or reports in accordance with organization policies and procedures.
8. Respond to program inquiries from the public, and program stakeholders.
9. Crosstrain to provide support and backup for the Program Administrators Team.
10. Maintain files in the central and electronic system according to organization records management policy.
11. Perform general administrative duties as required.

**Success Measures:**

1. Submission of verified incentive claims package that are error free and received on time are completed according to the established schedule.
2. Payment requisitions submitted for approval are complete and accurate.
3. Incentive claim data is available for reporting no later than three (3) business days after month-end.
4. Required processor documentation, including approved downstream processor documentation, is kept current and accurate.
5. All records management activities are completed in accordance with organizational records management policy.

**Experience and Core Competencies:**

1. Business Administration Certificate or Diploma, or equivalent
2. Equivalent combination of education and experience may be acceptable.
3. A minimum of one year in an administrative role.
4. Proficient in using Office 365 applications.
5. Strong written and oral communication skills.
6. Excellent time management, decision making, problem solving skills.
7. Flexible and adaptable.
8. Strong interpersonal skills.
9. Detail oriented.