

CAREER OPPORTUNITY

Program Operations Administrator

Alberta Recycling Management Authority (ARMA) is seeking a full-time Program Operations Administrator. This position is located in our downtown Edmonton office.

The Program Operations Administrator is responsible for providing support to the Director of Operations and for the coordination of Industry Council meetings for all programs. The ideal candidate will bring excellent communication, and organizational skills to the position. An understanding of ARMA's organization and programs is necessary in addition to strong administrative, time management, and problem solving skills. Ongoing collaboration with other departments is a requirement of the position.

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

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

Position Summary:

The Program Operations Administrator is responsible for providing support to the Director of Operations on projects and for the coordination of Industry Council meetings for all programs.

Reports to: Director of Operations

Core Responsibilities:

1. Coordinate projects including project planning, status updates, meetings, reporting, communications assistance and engage internal and external resources as appropriate to meet deliverables.
2. Work directly with DOO to track and prioritize projects and initiatives.
3. Assist DOO with travel arrangements and scheduling including meetings with both internal and external parties.
4. Undertake actions on behalf of the DOO, including timely preparation and coordination of reports and correspondence.
5. Work closely with Manager, Program Administration to ensure that required information is prepared for Board and Industry Council meeting packages.
6. Coordinate Industry Council meetings for all programs including agenda development, tracking of business arising, drafting briefing notes, finalizing program reports, and meeting minutes.
7. Act as first point of contact for any inquiries related to becoming a registered processor in all programs.
8. Coordinate the technology upgrade grant program for registered processors.
9. Create purchase orders as required for the operations department according to approved budgets.
10. Coordinate Request for Proposals (RFP) from development through posting and selection.
11. In consultation with Public Information Manager, draft and distribute communications for program stakeholders as required.

12. Maintain files in the central and electronic system according to organization records management policy.
13. Perform general administrative duties as required.

Success Measures:

1. Operational projects are coordinated successfully to meet required deliverables.
2. Day to day support for the DOO is satisfactorily maintained.
3. Industry Council and Chairs meetings are coordinated and supported effectively.
4. Board and Industry Council materials are prepared in a timely and accurate manner.
5. Team meetings are coordinated, scheduled and followed up on effectively.
6. Inquiries from potential new processors are responded to within three business days of initial contact.
7. Technology upgrade funding agreements are drafted for approval within one week of the receipt of a complete application.

Experience and Core Competencies:

1. Business Administration Certificate or Diploma, or equivalent
2. A minimum of three years in an administrative role.
3. The equivalent combination of education and experience may be acceptable
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.