

CAREER OPPORTUNITY

Executive Assistant

The Alberta Recycling Management Authority (ARMA) acts on behalf of the province to oversee end-of-life processing of tires, electronics, paint and used oil materials. Our industry is rooted in the principle of circular economy where resources and products are kept in use for as long as possible, and regenerated into new products and materials at the end of their earlier life cycle.

If you are passionate about inspiring a future without waste, having fun, embracing change and pursuing growth we would love to hear from you. Please apply in confidence to Human Resources by emailing your resume to careers@albertarecycling.ca.

We offer a competitive base salary commensurate with experience, an RRSP matching program and an attractive group benefit package.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

By submitting your resume and personal information to ARMA, and/or participating in a personal interview, you acknowledge and consent to the collection, use and disclosure of your personal information by ARMA to determine your suitability for employment opportunities.

Position Summary:

The Executive Assistant provides leadership and support for strategic initiatives in partnership with the CEO, Senior Management, and the Board of Directors, and liaises with internal and external stakeholders as a CEO representative. The position reports solely to the CEO and will liaise with Senior Management to support the objectives of the CEO, Board and Organization.

Reports to: Chief Executive Officer

Board and Committee Support

1. Under the direction of the CEO, serve as support to the Board of Directors, and as a resource to the Alberta Recycling Board Chair.
2. Act as administrative support to the Board of Directors and applicable subcommittees including the preparation of meetings and strategic planning sessions.
3. Compile, prepare and distribute reports and meeting packages to the Board in partnership with the CEO.
4. Prepare minutes for regular, special, and annual Board of Director meetings as well as committee and strategic planning meetings as required.
5. Oversight of business arising from Board meetings and tracking of subsequent action items.
6. Maintain Alberta Recycling governance policies and procedures.
7. Review Board expense claims and ensure accurate remuneration in accordance with the Board approved Remuneration and Expense policy.
8. Coordinate orientation and onboarding for new board and council members.
9. Confidentially maintain Board records and files.

Office Administration

1. Ensure business continuity for office administration.
2. Manages and organizes all-staff meetings including tracking discussion points and topic ideas identified by the senior management team, developing agendas, creating presentations, and directing meeting scheduling and logistics.
3. Collaborates with internal stakeholders to identify issues, solve problems, make decisions, and support change as required.
4. Support the development of the board budgets alongside the CEO and senior management team, including oversight and tracking of budget.
5. Effectively deliver administrative services, including development and communication of administrative support standards.
6. Support the management of the Form Standardization Committee, in the standardization and enhancement of documentation.
7. Coordinate with Alberta Recycling's legal counsel on Corporate initiatives emerging from the CEO/and Administration offices, and ensuring correct invoicing is applied across the organization.
8. Support Alberta Recycling's FOIPPA and records management.

CEO Administrative Support

1. Provides direct administrative support to the CEO including calendar and email management, arranging travel, meeting scheduling and coordination, providing briefing information for meetings, preparing correspondence and reports, printing various materials, processing expenses, taking minutes, maintaining files, and acting as the first point of contact for incoming inquiries.
2. Creates and manages task lists for the CEO including scheduling time to complete work.
3. Provides support for routine meetings with direct reports including creating agendas, reviewing meeting notes, identifying, and following up on action items.
4. Support the build of positive and professional relationships with stakeholders as a representative of the CEO.
5. Undertakes issue or project management as directed by the CEO.
6. Support business development and innovation administration for the CEO.
7. Liaises regularly with the Public Information team to support the organization and CEO.
8. Provides confidential project, task and communication support to CEO as required.

Other Duties

1. Maintains an understanding of and adheres to Alberta Recycling policies, procedures, and standards.
2. Contributes to a positive and safe culture by modeling the organizational values.
3. Coordination of various Board, Employee and Stakeholder Events.
4. Performs other job-related duties as required.

Success Measures:

1. Board activities and support for the Board are executed efficiently and effectively and within current governance policies.
2. Office operations and administration are managed effectively, ensuring day-to-day business continuity.
3. Develop, support an engaged administration team, ensuring adequate resourcing, training and structure are in place to provide an optimal level of service and create business continuity for the organization.

4. CEO activities and support for the CEO are executed efficiently and effectively.
5. Internal and external stakeholders observe a consistency between the office of the CEO and the Executive Assistant, reflecting the tone, professionalism, and decorum of the CEO.

Experience and Core Competencies:

1. Minimum of 10+ years of experience as an Executive Assistant reporting directly to Executive level leadership.
2. Previous experience supporting a Board and/or sub-committees of the Board is an asset.
3. Superb professionalism, interpersonal and outstanding collaborative skills.
4. Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.
5. Excellent time management, decision-making, problem-solving skills.
6. Flexibility in adapting to changing priorities.
7. Strong ability to communicate both verbally and in writing.
8. Ability to work effectively as part of a team.