

CAREER OPPORTUNITY

Program Administrator

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 Program Administrator is responsible for verification of funding claims submitted by 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.

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.