



Job Description

Job Title: Office Manager and Executive Assistant

Location: Calgary

Full/Part Time: Full-Time, Permanent

Application Deadline: October 31, 2022

About AIOC

As a first-of-its-kind Provincial Crown Corporation, Alberta Indigenous Opportunities Corporation (AIOC) was established to facilitate Indigenous investment in medium to large scale projects within Alberta. Specifically, AIOC is responsible for issuing Government-backed loan guarantees that support up to \$1 billion of Indigenous investment in the natural resources, agriculture, telecommunications, and transportation sectors.

Role

The Office Manager and Executive Assistant will be responsible for the maintenance of the office environment and for providing administrative support to all departments. The ideal candidate thrives in a front facing role, loves to be the "go-to" person in the office, and is highly organized. Client facing experience and exhibiting a high-level of professionalism acting as the first point of contact for the AIOC is crucial to success in the role. The position reports directly to the Director of Administration.

Key Responsibilities:

EXECUTIVE SUPPORT:

Provide administrative support to the Leadership Team and Director of Administration:

- Calendar management and scheduling meetings including venue booking, AV rentals, catering, meeting invitations etc.
- Email management
- Booking travel
- Preparation of expense claims
- Assist with conferences (registration, venue booking, AV rentals, catering, invitations etc.)
- Meeting support including compiling documents, reviewing agendas and minutes and compiling minutes books.
- Develop and coordinate the completion of documents as requested

OFFICE MANAGEMENT

- Order and manage office supplies and inventory, source, oversee and work with vendors as needed.
- Onboarding and offboarding of employees
- Event planning
- Maintain the office to a professional level and arrange necessary repairs, upkeep, safety, and office requirements as needed including coordination with building, parking, security, courier and mail
- Primary contact with IT company
- Coordination of IT services including order and set up computer equipment, maintain computer inventory, office services such as photocopier, phones, AV and IT subscriptions.
- SharePoint administrator and website maintenance

Qualifications:

- A high school diploma, plus five years of progressively responsible administrative experience is required. Equivalent experience will be considered in place of a diploma.
- Relevant diploma or degree in office administration or another relevant program is considered an asset.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and SharePoint) is required.



- Experience working with Indigenous Peoples is an asset. Indigenous applicants are encouraged to apply.
- Experience with a Crown corporation, public sector or professional association is considered an asset.
- Superior time management skills, attention to detail and comfortable with managing multiple projects and multi-tasking.

Please Note:

- Complete applications including a resume and brief cover letter explaining why you are interested in joining the AIOC team should be sent to careers@theaioc.com by October 31, 2022. Applications will be reviewed as they are received.
- AIOC offices are located downtown Calgary; AIOC employs a hybrid work environment.
- We thank all applicants for their interest in our organization and for taking the time to apply; however, only applicants selected for an interview will be contacted.
- AIOC is proud to be an equal opportunity employer and is enthusiastically committed to a diverse and inclusive workplace.