

## **Position Profile**

### **Senior Administrative Coordinator (Temporary Contract 12-18 months)**

Edmonton, Alberta

## **The Opportunity**

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### **About**

As Alberta's leading investment attraction and promotion agency, Invest Alberta Corporation (IAC) is dedicated to driving economic growth and fostering a business-friendly environment. IAC attracts high-impact, high-value investments by building on Alberta's strengths and competitive advantages to create and win opportunities that make Alberta's economy the most dynamic in North America. IAC strives to create a client and employee experience that aligns with our values; accountable, solution-minded, collaborative, trustworthy, and inclusive. By joining IAC, employees become part of a community of passionate service-oriented people who embody Alberta's entrepreneurial spirit.

### **Position Overview**

As a member of the Invest Alberta Corporation ("IAC") team, reporting to the P&C Director, the temporary Senior Administrative Coordinator will play a key role in ensuring smooth day-to-day operations for IAC's office in Edmonton, while also supporting remote operations and teams. This role is primarily responsible for administrative and office management functions, with additional support provided to Finance, Procurement, and IT projects led by other team members.

You will coordinate office services, manage and maintain effective vendor relationships, and provide hands-on support across a wide range of administrative activities. You will also assist with the planning and delivery of internal staff events and activities, as well as external client events, bringing strong organizational skills, attention to detail, and a collaborative approach to working across the organization. This position is well-suited to someone who thrives in a fast-paced environment, is highly organized, and enjoys supporting a variety of operational activities and cross-functional teams.

### **Responsibilities**

#### **Primary Duties:**

- Provide high-level executive support including the management of complex calendars for executive leadership (high-volume scheduling, rescheduling, and conflict resolution).
  - Coordinate and book complex international and domestic travel, including multi-leg flights, visa requirements, and detailed itineraries.
  - Provide all necessary logistical and administrative support for Board meetings and Board requests.
  - Oversee and manage the day-to-day operations of IAC's Edmonton offices, ensuring a highly functional, professional, and efficient work environment.
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- Manage all aspects of office infrastructure including space, equipment, furniture, and supplies; plan inventory and maintain appropriate stock levels.
  - Manage insurance requirements and related vendors as they pertain to IAC's physical offices.
  - Prepare and process business expenses, credit card reconciliation, and accounts payable transactions.
  - Support vendor management activities, including tracking contracts, monitoring service delivery, and facilitating issue resolution.
  - Contribute to planning, budgeting, and reporting activities led by Finance in relation to the Operations budget.
  - Drive continuous improvement by developing and implementing process improvements, administrative best practices, and leveraging technology to enhance communication and organizational efficiency.
  - Proactively identify and implement cost and time efficiencies to increase organizational effectiveness and enhance the quality of customer and client service.
  - Support cross-functional initiatives by aiding Finance, Procurement, and IT Teams with research, coordination, and documentation on key projects and serve as a dedicated administrative backup resource for the Calgary team, ensuring continuous coverage of essential functions.
  - Support onboarding, offboarding, and other human resources-related procedures as needed.

#### **Team Coordination Duties will include:**

- Develop, maintain, and strengthen professional working relationships across the organization and with external partners, acting as a collaborative and supportive team member.
- Exercise absolute discretion when handling confidential business information and sensitive data, strictly adhering to privacy and corporate confidentiality standards.
- Actively support teams by identifying, working to prevent, and solving problems that may arise within working relationships or cross-functional workflows.
- Demonstrate a strong understanding of the Company's business model and how organizational change impacts various areas, serving as a positive agent for change.
- Actively contribute to building and maintaining a positive and inviting company culture, while continuously updating job and industry knowledge to exhibit a keen desire for self-development and improvement.
- Perform other related administrative or operational duties as required.

#### **Competencies**

**Accountable:** Takes responsibility for the success and challenges of the operations team. Holds themselves and their team members accountable for delivering high-quality work on time. Learns from mistakes and seeks continuous improvement. Acts as a brand ambassador and ensuring brand reputation is upheld internally and externally. Acts without needing to be prompted, showing a strong drive to excel.

**Solution-Minded:** Uses creativity and ingenuity to meet the needs of internal and external stakeholders. Adjusts strategies and approaches in response to changing circumstances,

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priorities, or feedback. Demonstrates resilience and maintains effectiveness when faced with ambiguity or unexpected challenges. Works to prevent and solve problems which may arise from working relationships among individuals and/or teams.

**Collaborative:** Champions a business partner approach when working with internal and external stakeholders. Seeks to understand different perspectives and tailors' approach and messages to address concerns and interests. Builds and maintains strong relationships by delivering value and responsiveness. Capacity to influence without direct authority.

**Trustworthy:** Approaches relationships with honesty, openness, and clarity. Achieves high-performance through high-quality relationships and high-quality work. Empowers, supports and encourages team members to contribute their personal best. Acts with transparency, ensuring stakeholders are clear on IAC's processes, abilities, and expectations. Handles confidential information and data carefully with adherence to privacy. Demonstrated use of tact and diplomacy, consistently using sound judgement to determine when to appropriately escalate matters.

**Inclusive:** Engages, welcomes, and values a diverse range of people, perspectives, and communities. Strives to understand different viewpoints and interests. Proactively seeks out new ideas, trends, and tools to enhance operational efforts.

## Qualifications

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- 8+ years of administrative experience in a professional environment.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook), MS Teams, MS SharePoint, for collaborative documentation and workflow management.
- Technical aptitude to quickly master new software and office technologies related to expense reporting, travel booking and vendor management.
- Demonstrated critical thinking and proactive problem-solving skills, especially in time-sensitive situations (e.g., travel disruption, complex scheduling conflicts).
- Experience in a small organization or government agency environment will be considered an asset.
- Adaptable to changing organizational needs.
- Superior written and verbal communication skills.
- Experience working in a team setting, supporting a number of teams.
- Willingness to work at odd hours to support the international nature of the work.

## How to Apply

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Interested in being a part of a dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections while earning a competitive salary with comprehensive benefits, apply by email, including a cover letter, resume, and salary expectations to:

hr@investalberta.ca

**Closing Date: Open until a suitable candidate is found.**

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Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.  
To learn more about IAC & this position please visit: [investalberta.ca](http://investalberta.ca)