

Position Profile

Administrative Coordinator

Calgary, Alberta

The Opportunity

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 Executive Assistant to the CEO, the Administrative Coordinator will play a key role in ensuring smooth day-to-day operations for IAC's offices, while also supporting remote operations and teams. This role is primarily responsible for administrative and office management functions, with additional support provided to People & Culture, Finance, Procurement, and IT projects led by other team members.

You will coordinate office services, maintain effective vendor relationships, and provide hands-on support across a wide range of administrative activities, including completing expense reports. 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. This role is based in the office 5 days a week.

Responsibilities

Primary Duties

- Serve as the front-of-office contact, providing reception support and a welcoming experience for guests and visitors.
 - Coordinate meeting room scheduling, setup, and technology readiness for internal and external meetings.
 - Manage office operations including supplies, kitchen organization, mail/courier coordination, and workspace upkeep.
 - Act as the primary liaison for office-related requests and building coordination.
 - Support executive travel arrangements, meeting coordination, and expense processing.
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- Coordinate onboarding and offboarding logistics, including access requests and welcome materials.
 - Maintain organizational documents and contact lists.
 - Support administrative processes and identify opportunities to improve workflow efficiencies.
 - Coordinate with IT and external vendors to support office operations and employee needs.
 - Assist with corporate events, staff activities, board meeting logistics, and other special projects as required.
 - Serve as the office's Fire Warden and Health, Safety & Environment (HSE) Representative.
 - Provide cross-office administrative support as needed.
 - Various other duties as needed.

Team Leadership

- Acting as a resource to the entire Invest Alberta team.
- Developing, maintaining, and strengthening professional working relationships across the organization and its partner network.
- Working collaboratively with others, forging connections.
- Discretely handling confidential information and data – always adhering to privacy and confidentiality.
- Actively supporting the team; working to prevent and solve problems.
- Staying current by continuously updating job and industry knowledge; exhibiting a keen desire to self-develop and improve.
- Leveraging technology to improve organization, communication, and efficiency.
- Understanding the Company's business model, how to create value and how change impacts all areas of the organization; being a positive change agent.
- Actively building and maintaining an inviting company culture.
- Other 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, 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

- A minimum of 3 years of administrative experience in supporting office operations and administrative functions.
- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel, and Teams and SharePoint.
- Previous expense management experience is an asset.
- Strong organizational and time management skills with the ability to manage multiple priorities.
- Strong attention to detail and a high level of accuracy.
- Proven ability to coordinate logistics, schedules, and administrative processes efficiently.
- Resourceful problem-solver with the ability to anticipate needs and take initiative.
- Excellent verbal and written communication skills with a professional and customer-focused approach.
- 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

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.

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