



Poundmaker's Lodge Treatment Centres
Box 34007 Kingsway Mall Post Office
Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884
Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.ca

INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Executive Assistant

Full-Time Position

Poundmaker's Lodge Treatment Centres requires a full time employee who will assume responsibility as an Executive Assistant. This position is responsible for providing full administrative support to the Executive Director and immediate management team. This individual has the ability to demonstrate a standard of excellence, enjoys challenges, is capable of multi-tasking and is results oriented. The incumbent must also be highly motivated and demonstrate the ability to use his/her own initiative and manage time effectively.

Duties and Responsibilities:

- Format and edit letters, memos, reports and presentations from draft stage to client-ready work;
- Is privy to, and must protect confidential materials and information – as per the Alberta Privacy Act;
- Follows an organized filing and document management process for electronic and paper files – as per FOIP legislation;
- Liaising with the Financial Manager and Executive Director to prepare bi-weekly payroll;
- Establishes a method for self and others to track time commitments and the completion of tasks;
- Independently manage multiple calendars by scheduling appointments, anticipate needs, changes and rearranging meetings as appropriate;
- Coordinate and make arrangements for on-site and off-site meetings including logistics (i.e. communication, location, meals, equipment, materials, RSVPs, and travel);
- Coordinates cost-effective and sometimes complex domestic and international travel arrangements and itineraries for individuals and groups;
- Regularly meeting with Executive Director and management to obtain a strong understanding of their needs.
- Coordinate and support the Community Engagement Officer.

Qualification Criteria:

- 1) Previous experience in an addiction field an asset;
- 2) Minimum 3 years related experience in an administrative role preferred;
- 3) Post-secondary educations in a related field preferred;
- 4) Experience working with or knowledge of, Indigenous communities and culture will be considered an asset.
- 5) Supervisory experience preferred.

Knowledge and Skills Required:

- 1) Maintaining confidentiality is essential;
- 2) Attention to detail and multi-tasking skills;
- 3) Working knowledge of databases and client record keeping policies;
- 4) Excellent verbal and written communication skills and computer literacy skills;
- 5) Proficient in Word, Excel, PowerPoint and the aptitude to learn other software and related applications;
- 6) General understanding of financial principles;

Other:

- 1) Proven ability to differentiate when to take action independently or to partner as a team;
- 2) Demonstration of a healthy lifestyle will be an asset;
- 3) Some evening and weekend work.

Please ensure your cover letter and resume clearly outlines how your previous work experience is related to the qualifications and requirements for this position. Interested candidates should fax or email their cover letter and resume to:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Brad-Cardinal@poundmaker.org
Fax: 780-459-1876