

JOB POSTING

Job Title: Administrative Assistant

Department: Executive Department

Location: Edmonton, Alberta

Position Type: In-Office, Permanent, Full-Time (39 hours/week), Regular Business Hours

Reports To: Chief Administrative Officer

About Employee Benefit Funds Administration (EBFA) Ltd.

EBFA is a non-profit organization established in 1993 to administer Pension, Health & Welfare, and Education Trust Funds for IBEW Local Union 424 members. EBFA provides accurate, timely, and professional administrative services and supports the governance and operations of five Boards and their Committees. Guided by Boards representing both union and contractor interests, EBFA is committed to delivering exceptional service to benefit Plan Members and their families.

Position Overview/Summary

We're currently seeking a highly organized and professional Administrative Assistant to provide administrative and clerical support. This position is responsible for managing daily administrative tasks, maintaining records, supporting internal and external communications, and coordinating meetings and events. The role contributes to the overall efficiency of the Executive team, as well as other departments, and supports the governance functions of the organization.

What You'll Do (Duties and Responsibilities):

➤ **Administrative Support**

- Provide general administrative and clerical support to the Chief Administrative Officer, Chief Financial Officer, Department Managers, Board Members, and Executive Assistants.
- Assist in preparing/formatting slides, spreadsheets, notes, reports, and correspondence.
- Monitor and respond to internal and external inquiries/communications as directed.

➤ **Records and File Management**

- Maintain organized paper and electronic records in accordance with retention practices.
- Perform scanning, photocopying, filing, archiving, and data entry.
- Assist in maintaining document version control and storage systems.

➤ **Meeting and Event Coordination**

- Support meeting logistics, including scheduling and agenda/meeting materials preparation.
- Prepare boardrooms for meetings, arrange catering, and assist guests.
- Tidy and restock boardrooms after meetings.
- Assist with travel arrangements and conference logistics for executive staff and Board Members.
- Support or lead in the arrangement of internal events (ex. retirement and holiday parties).

➤ **Communications and Distribution**

- Circulate approved reports/communications to staff, Board Members, and external partners.
- Maintain distribution lists and ensure timely delivery of all written materials.
- Arrange for couriering of hard copy documents.
- Update public-facing digital signage in the office's lobby.

➤ **Other Duties**

- Support designated projects, such as insurance renewals and historical minutes research.
- Arrange for e-signature of agreements and letters.
- Perform additional tasks as assigned, including front desk coverage and supply ordering.

What You'll Bring (Qualifications and Key Competencies):

- Post-secondary education is required.
- Training and experience in office/business administration or a related field is preferred.
- Positive attitude, client-service mindset, and strong/professional interpersonal skills.
- Exceptional organizational and time management skills.
- Ability to appropriately prioritize simultaneous tasks and projects.
- Computer proficiency, especially in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), PDF Editing, and videoconference softwares.
- Strong critical-thinking and problem-solving abilities.
- Professional-level verbal and written communication skills.
- Strong attention to detail and a high degree of accuracy.
- Ability to appropriately handle confidential and sensitive information.
- Ability to work both independently and collaboratively in a team-based environment.

Why Work at EBFA?

- A unionized and people-first work environment.
- Compensation starting at \$24.24/hour, commensurate with education and experience.
- A comprehensive, employer-paid pension and benefits package.
- Opportunities for growth, training, and promotion.

Apply Today!

To apply for this position, please submit your resumé and a cover letter highlighting your relevant experience to careers@ebfa.ca or via Indeed.

Please note shortlisted candidates may be required to provide verification of the educational and professional credentials listed on their resume.

We thank all applicants, but only those selected for an interview will be contacted.