

# LEGISLATIVE ASSEMBLY OFFICE

*The Legislative Assembly Office supports the Speaker and Members of the Legislative Assembly – providing nonpartisan procedural, administrative and educational services.*

*We offer challenging work, a rich history, a beautiful location, support for career-long learning and excellent vacation and health benefits.*

## **Administrative Specialist**

### **What you will do**

Reporting to the Director of Information Technology and Broadcast Services (IT&B), the Administrative Specialist will provide senior level operational, administrative, and budget management support to IT&B Services. You will perform highly responsive, complex, technical, and confidential administrative activities while ensuring leadership is kept up to date on issues.

You will work with a considerable amount of independence and initiative as you manage the day-to-day administrative operations and logistics, participate in financial forecasting and budget preparations, ensure that resources, policies, and operational processes meet the branch needs and assist with strategic initiatives and overall branch development.

### **Who you are**

You are a self-starter driven by your well-developed organizational, prioritization and time management skills. Your senior level experience in administration has provided you with strong project coordination and an ability to manage complex issues, recognizing when to escalate concerns. You have an aptitude for technology and the IT industry, with knowledge of various types of software, licensing agreements and vendor management.

You have meticulous attention to detail and constantly demonstrate professional client interactions while using your interpersonal skills to establish effective working relationships with internal and external clients.

### **What you bring**

Your background includes the completion of a post-secondary diploma in a related field such as Office and/or Business Administration along with three to five years of progressive and related experience in a senior level administrative capacity.

You have advanced technical and computer skills, a strong operational knowledge of office procedures and administrative practicing including coordinating calendars, preparing budgets, and tracking expenditures.

You will bring effective communication skills, strong business writing abilities and support for change management initiatives including developing processes and procedures. All of this will underline your commitment to client service and providing exceptional client support.

### **Why Choose the LAO**

We are offering a salaried, full-time position in a skilled, diverse and united workforce where employees feel engaged, supported, safe, respected and valued. The salary range for this position is \$54,276 to \$77,304, dependent on qualifications. We support your career development throughout your time with us at the LAO.

Our comprehensive benefits package includes health and dental options you can choose based on your needs and alter annually at Choice Point time and an annual Health Spending Account to supplement your coverage.

We value employee wellness and work-life balance. The LAO starts all salaried employees at 15 days of vacation per year and provides a variety of leaves for life events. All employees can access the free and confidential Employee and Family Assistance Program. We organize wellness initiatives and provide engage with employees on physical, mental, financial and organizational health matters.

**Please submit your resumé by June 17, 2022 to:**

Legislative Assembly Office – Human Resource Services  
4106, 9820 – 107 Street NW, Edmonton, Alberta T5K 1E7  
Phone: 780.427.1364 Fax: 780.427.6436  
E-mail: [hr@assembly.ab.ca](mailto:hr@assembly.ab.ca)  
For additional information visit [www.assembly.ab.ca](http://www.assembly.ab.ca)

