



ABOUT AGLC

Alberta Gaming, Liquor & Cannabis (AGLC) is a dynamic organization leading Alberta's gaming, liquor and cannabis industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT THE OFFICE OF THE BOARD

The Board is responsible for the governance of AGLC and overseeing the management of the AGLC's business affairs. The Board guides the AGLC's strategic direction; approves and monitors the AGLC's business plan, fiscal and capital plans, and financial results; evaluates the performance of the CEO; and is accountable to the President of Treasury Board and Minister of Finance.

The Office of the Board provides high-level service supporting the AGLC Board in fulfilling its mandate. To do this, the Office acts as connectors, partners and advisors to and for the Board by bridging communication between the Board, AGLC management and stakeholders.

ABOUT THE POSITION

Executive Assistant to the Board

Job Req: 1765

Location: St. Albert Office

Division/Branch: Office of Chief Executive Officer / Office of Chief Executive Officer

Classification: Administrative Officer 2 Excl (641)

Status: Excluded

Employment Status: Permanent Full Time

Salary: \$60,356.25 - \$79,231.77

Closing Date: March 23, 2023

Alberta Gaming, Liquor and Cannabis (AGLC) is looking for a high performing, service-oriented individual to fill the role of Executive Assistant to the Board.

Reporting to the Manager of the Board Office, the Executive Assistant provides exceptional administrative support to the Chair, several Board members and Manager of the Board Office, assisting the Board in successfully fulfilling their mandate. The successful candidate will approach their work with service at the forefront, building positive and productive relationships and generating solutions that are proactive and forward thinking.

This position is responsible for the efficient coordination and execution of senior administrative functions for all matters pertaining to the Board Office. The Executive Assistant provides both administrative and technical knowledge in support of the Board and works collaboratively with the Board Office team members. This includes balancing multiple priorities ensuring effective time management in a fast-paced environment, where there are tight deadlines.

Responsibilities include:

- Attendance at meetings, coordination and distribution of materials prior to meetings in both electronic and hardcopy formats, and preparation of meeting minutes
- Coordination of schedules and calendars for the Board Chair and several Board members



- Preparation of confidential material
- maintenance of all records (electronic and hardcopy) in compliance with corporate policies
- tracking and processing expenses and reconciling credit card transactions, as well as preparing public disclosures
- conducting general administration duties such as ordering supplies, arranging catering and making travel arrangements
- providing assistance and relief coverage in the coordination of Board hearings, as required.

The Executive Assistant works independently to prioritize day-to-day work assignments and respond to requests and inquiries based on established guidelines. Refers all matters of an unusual nature or matters of potential risk to the Manager of the Board Office.

Minimum Recruitment Qualifications for this role:

- A Diploma in a related discipline (e.g. business administration, communications) is required, as is five years relevant experience providing support to senior level management. Experience supporting a Board of Directors or executive leadership is considered an asset.
- Experience or training in board governance is considered an asset.
- Excellent communication skills, both verbal and written, is required.
- Must be able to maintain high degree of confidentiality and professionalism

NOTE:

- To be eligible to work for AGLC, you must be a Canadian citizen, permanent resident or eligible to work in Canada.
- While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted.
- As a condition of employment, you will be required to obtain a satisfactory security clearance and clean drivers abstract (if necessary) prior to employment.
- An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.
- AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.