

Administrative Specialist Posting

The Alberta Water & Wastewater Operators Association ([AWWOA](http://www.awwoa.ca)) is a not-for-profit organization committed to delivering training and networking opportunities to over 2300 members across Alberta. The AWWOA hosts two conference style events each year (Banff and Edmonton) and various other in-class and online training opportunities for industry professionals.

POSITION SUMMARY:

Permanent Part-Time.

The Administrative Specialist position is organizational and administrative in nature with roles throughout a variety of functions and support tasks within the services provided by the Association. Security clearance and a valid Class 5 Driver license is a prerequisite.

QUALIFICATIONS:

- Education in business administration support, event planning support, and communications is an asset.
- A minimum of two years related experience in one of the areas mentioned above.
- Experience in Microsoft Office products.
- Strong customer service and communications skills.
- Detail oriented and critical thinker – able to provide and receive feedback for continuous improvement of product, services, process and procedures.
- Experienced in communications in various mediums is considered an asset: (social media, web, newsletter, email)

POSITION ROLES:

Administrative Support:

- Customer service duties related to Association services including upkeep of membership profiles, training registrations and member assistance.
- Compiling records and updating database information related to services offered.
- Updating website information including industry career postings and news items.
- Maintain inventory of training manuals and place orders as needed.
- Process accounts receivable/ payable information and reconcile data.
- Process and distribute AWWOA mail and related correspondence.
- Provide editing and content development assistance for AWWOA's newsletter, programs, courses, and audio-visual requirements.
- Answer telephone and email inquiries from operators and members regarding AWWOA services and events.
- Other office administrative duties as may be necessary for service provision.

Event Support:

- Assist with event inquiries, communications, and registrations.
- Compile presentation submissions as received and respond/ coordinate with presenters including event onsite coordination and logistics.
- Assist with drafting the annual event program.
- Maintain event app and input event information.
- Assist with event website updates as needed.
- Assist with populating event volunteer listing and related logistics.
- Assist with planning and facilitation of networking events.
- Compile data and organize seminar awards program.
- Attend the event and complete related onsite duties throughout the event timeline.
- Other Seminar/ Conference / Golf Tournament related duties as needed.

HOURS OF WORK & SALARY/BENEFITS:

Administrative Specialist Reports to: AWWOA Executive Director and works closely with the Program Manager and Membership Services.

Hours of Work: 20 to 30 hours per week (flexible work week options will be considered).

Salary: (\$21.51 - \$28.33/hr) Depending on qualifications.

Benefits: Paid vacation time off; Flex time bank of 5 hours per month for extra earned time off; Access to annual training funds.

How to Apply: Send your Cover Letter and Resume to:

Email connect@awwoa.ca

Mail Alberta Water & Wastewater Operators Association
11318-119 Street, Edmonton, AB T5G 2X4

Deadline Open until job is filled.

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.