



Women Building Futures
Work Proud

10326 107 Street
Edmonton, AB T5J 1K2
Office 780 452 1200
Toll Free 1 866 452 1201

womenbuildingfutures.com

Administrative Assistant - Summer Student

Our Vision: Women Building Futures (WBF) is valued for empowering women to succeed in non-traditional careers, inspiring positive economic change for women and forever transforming the face of industry in Canada.

PURPOSE

To provide administrative support across all teams to enable the efficient delivery of programs and services, and to positively manage first impressions of visitors, callers, clients and customers of WBF.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Provide administrative support for Employer Services, Indigenous Engagement, Recruitment, Marketing, and Leadership.
- Support all teams with creating and/or editing documents, distributing information, data tracking.
- Assist with set-up, scheduling and planning for meetings as required by all departments.
- Work across all WBF teams to provide seamless support to achieve goals and projects.
- Attend team meetings and take minutes.
- Assist with CRM, DES, online programs.
- Prepare manager's expense reports and submit to Finance.
- Participate in all safety initiatives, as required or assigned, to support safety at WBF.
- Participate in special projects/related duties as may be required to ensure the success of WBF.
- Actively support WBF's engagement of Aboriginal women in exploring, preparing for and successfully entering Alberta's trades workforce.

PERSONAL ATTRIBUTES

- Organized with demonstrated initiative
- Resilient and persistent
- Strong work ethic
- Detail oriented
- Trustworthy
- Positive disposition
- Optimistic, upbeat and energetic
- Flexible and adaptable to continual change and shifting priorities
- Self-starter and team player – naturally helpful, collaborative and responsive
- Detail oriented and logical

KNOWLEDGE, SKILLS & ABILITIES

- Highly proficient in computers – Microsoft Office + databases and CRM; online platform familiarity helpful.
- Good communicator – Written and verbal with strong attention to detail; ability to foster two-way communication with a variety of audiences.
- Excellent organizational abilities; highly efficient and productive while addressing multiple tasks.
- Ability to work independently, take initiative and follow through with tasks with attention to detail.
- Ability to prioritize with confidence to raise conflicting requests in a constructive manner.
- Ability to maintain confidentiality of sensitive and restricted information.



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EDUCATION & EXPERIENCE

- Enrolled in recognized post-secondary institution and returning in the fall.
- Training in Business Administration or related.
- Office receptionist and administration experience ideal
- Experience in a social purpose or NFP organization an asset
- Previous work with diverse groups of people

ORGANIZATIONAL RELATIONSHIPS

- Reports to the Executive Assistant
- Liaises with Finance & Administration, Programming, Recruiting, Employer Services and other staff as required

Interested applicants can e-mail their cover letter and resume to Human Resources at careers@womenbuildingfutures.com. Please note only short listed candidates will be contacted.

Open until suitable candidate is found.