



## Executive Assistant, Program Investment

**Job Posting No: ACF-010-17**

**Location: Calgary, AB**

**Position Close Date: May 26, 2017**

The Alberta Cancer Foundation raises funds in support of cancer research, cancer screening and prevention, and enhanced patient care programs at Alberta's 17 cancer centres including the Cross Cancer Institute in Edmonton and the Tom Baker Cancer Centre in Calgary.

We strive to be one of the most innovative, philanthropic organizations in Canada by delivering transformational results for Alberta cancer patients and their families. As the largest philanthropic investor in cancer research in Alberta, we have the capacity and the relationships to invest in the most promising outcomes. We take a strategic approach to investing donor dollars, toward initiatives and programs

### **The Opportunity:**

Reporting to the Vice President, Program Investment, the Executive Assistant will have specific responsibility for the day to day administrative support of the VP and Program Investment team across the province.

### **Responsibilities:**

#### **Executive Administrative Support:**

- Drafting and preparing correspondence for signature by the VP
- Assist with developing communications, presentations, spreadsheets and other documentation.
- Providing calendar support to the VP where required.
- Assisting the VP with expense claims submission and VISA reconciliation associated with travel
- Assist VP with travel arrangements as required.
- Responsible for arranging meeting, booking conference calls for the VP and arranging team meetings when required.
- Responsible for gathering correspondence in preparation of meetings and events.
- Responsible for taking notes at meeting and sending out the minutes to the required parties.
- Responsible for handling and processing sensitive documents and maintaining a high degree of confidentiality.
- Responsible for monitoring and reconciling PI and Calgary Office accounts on a monthly basis against budget, tracking non-compensation expenditures, correcting errors, and reporting variances.
- Responsible for ensuring vendors are paid in a timely manner in accordance with ACF Financial Policy and Procedures.
- Assisting the VP with the preparation of budget proposal for the operating account and producing any financial or variance reporting required in accordance with ACF Policy and Procedures.

- Developing and maintaining electronic and paper documentation and file management for the Program Investment function including archive management.
- Reconciling Program Investment financials on a monthly or ad hoc basis where required including site designated funds and managing the Program Investment disbursement process.
- Recording of information and PI records in PI related databases and documents.

**Qualifications:**

- Education: College certificate related to Administrative training; Business Diploma or Administrative Diploma preferred.
- Experience: minimum 5 -7 years' experience as a senior Administrative Assistant or Executive Assistant role.
- Excellent computer skills in a Windows environment using MS Office applications (Word, Access, Excel, PowerPoint and SharePoint) ideally to an advanced level.
- Excellent interpersonal, organizational, administrative and communication skills.
- Demonstrates initiative and able to work with limited supervision.
- Strong attention to detail, flexibility to change priorities.
- Demonstrates maturity and discretion with confidential information.
- Ability to work respectfully both independently and as a member of a team.
- Ability to manage multiple tasks, meet deadlines and respond to and resolve issues quickly.
- Ability to remain calm and practical in challenging situations or conversations.
- Successful candidates must present a current, valid criminal record check and vulnerable sector check prior to commencement for employment.
- Valid Alberta driver's license and vehicle.

**Application information:**

To formally apply, please put **Job Posting No: ACF-010-17** in the Subject line and attach a resume and cover letter to the ACF email address [acfonline@albertacancer.ca](mailto:acfonline@albertacancer.ca) by **May 26, 2017**.

**Alberta Cancer Foundation is an equal opportunity employer.**