

May 15, 2009

**Office Administration and Information Support
Administrative Support 4**

Alberta Finance and Enterprise, Edmonton - Spring into action and be ready for summer with a new career in the Pension Policy branch of Financial Sector Regulation and Policy division. Our recently re-organized branch is eager to find a mature, experienced administrative support professional to help us launch our new team.

As the glue that holds this unit together, you will use your strong communication skills to respond in person and by telephone to enquiries from Pension Policy clients, stakeholders, other agencies and the public. Working both independently and in a team setting, your key responsibilities include administrative support to the Executive Director, Pension Policy and Pension Policy staff, technical and administrative duties, records management, and financial and purchasing reconciliation for the Pension Policy unit. Additional duties include backup to the Financial Sector Regulation and Policy Administrative Support staff unit.

As the ideal candidate you will be a self starter and exercise professionalism, initiative, excellent communication skills, and a commitment to working in the public service. The ability to multi-task, set priorities and carry out duties in a timely and accurate manner are necessary to succeed in this position. Attention to detail and a high degree of accuracy are essential.

Qualifications: High School Diploma plus several years of administrative experience is required. Experience with Microsoft Office Products (Word, Excel, Outlook and PowerPoint) is required. Government experience and experience with the Action Request Tracking System (ARTS) will be considered an asset.

NOTE: Final candidates will be asked to undergo a security screening. This competition may be used to fill future vacancies.

[Click here for position profile](#)

Online applications are preferred. To apply online, visit www.jobs.alberta.ca or use the direct link below. Please quote the competition number and the position you are applying for when submitting your application. Applicants who apply online will receive an e-mail acknowledging receipt of their application.

Salary: \$36,864 – \$46,512, depending on qualifications.

Closing Date: May 22, 2009

Competition No.: 056501

Type of Competition: *Open Competitions* are available to the general public and current Alberta public service employees. You must be a Canadian Citizen, permanent resident or eligible to work in Canada.

Apply online: Please apply for this competition using the secure application link below. The secure application provides the most up to date web security and helps to ensure the information in your application is protected.

APPLY ONLINE FOR THIS POSITION: Secure Application

**The HR contact for this competition is: Susanna Yee-Tam, Alberta Finance and Enterprise,
Room 546, Terrace Building, 9515 - 107 Street, Edmonton, Alberta, T5K 2C3.
Phone: (780) 427-3070; Fax: (780) 422-0421.**

We thank all applicants in advance; however, only individuals selected for interviews will be contacted.

For further information about Alberta Finance and Enterprise, see our website at <http://www.finance.alberta.ca>