

Alberta Real Estate Association POSITION PROFILE

Position Title:	Administrative Assistant	Start Date:	November 2023
Reports to:	Executive Assistant		
Classification:	Full-time, Permanent		
	AREA OVERVIEW <p>The Alberta Real Estate Association (AREA) is the provincial professional organization that represents the interests of 13,500+ REALTORS® and 10 regional real estate boards/associations provincially.</p> <p>Based in Calgary, the association's mission is to provide strategic leadership through AREA's member-centric advocacy, professional development and provincial services to advance the Alberta real estate profession and our members' success.</p>		
	KEY COMPONENTS AND RESPONSIBILITIES OF THE POSITION 1. Scope: <ul style="list-style-type: none"> Reporting to the Executive Assistant, the Administrative Assistant's primary objective is to provide excellent customer service to AREA members and to support the AREA team. AREA reserves the right to revise the responsibilities outlined below as required. 		
	2. Key Responsibilities: <ul style="list-style-type: none"> On incoming phone queue and email for the general line. Responds independently or refers to the appropriate department for support. First point of contact in the office for vendors, couriers, etc. Meeting support: videoconferencing set up, refreshments, boardroom logistics, etc. Committee support: schedule meetings, distribute meeting documents, record meeting minutes, etc. Provide support to Executive Team: schedule meetings, book travel, etc. Maintains office and kitchen supplies. Assists with event execution as required, including registration, name tags, on-site support. A team player, contributes to creating and maintaining a collaborative, motivated, positive, and productive team atmosphere. Applies critical thinking and problem-solving skills to work efficiently and support the work. Proactively identifies and acts upon opportunities to streamline processes for continuous improvement. Exercises a high level of discretion and confidentiality with tact and diplomacy. Other duties as assigned. 		
	3. Relationships: <ul style="list-style-type: none"> The Administrative Assistant must establish and foster relationships with: <ul style="list-style-type: none"> AREA members AREA team Suppliers/Vendors 		

	<p>4. Competencies:</p> <p><u>Required Knowledge and Skills</u></p> <ul style="list-style-type: none"> • Outstanding communication and interpersonal skills with a focus on rapport-building and listening in order to answer questions and resolve problems • Helpful, respectful, and receptive to feedback • Recognize and treat information with sensitivity and confidentiality when appropriate and support team members • Analytical and logical thinker able to think problems through and develop appropriate solutions • Demonstrated thoroughness, accuracy and attention to detail • Highly organized: able to effectively manage a project comprised of multiple, parallel tasks, through to timely completion • High degree of professionalism • Independent: motivated, self-directed and able to work well with minimal supervision • Customer service orientated with the ability to fulfill responsibilities using a supportive, helpful approach
	<p>5. Qualifications</p> <ul style="list-style-type: none"> • Minimum one (1) year of relevant administrative experience • Excellent understanding of office administration functions (file management etc.) • Post-secondary education in business administration an asset • Advanced skills in Microsoft Office suite
	<p>6. Term & Salary</p> <ul style="list-style-type: none"> • \$45,000-\$55,000 • 37.5 hrs per week, 8:30am – 4:30pm • This role is not eligible for hybrid work program
	<p>7. Benefits</p> <ul style="list-style-type: none"> • Competitive salary • Extended health, vision and dental benefits • Life and disability insurance • Vacation & paid time off • Employee assistance program

Alberta Real Estate Association (AREA) is an equal opportunity employer and offers employment to all persons. We are committed to accommodating applicants with disabilities throughout the hiring process. Accommodation for job applicants with disabilities will be provided upon request. Our requirement is that you have the necessary skills and abilities to do the job and the attitude of a team player.

Interested applicants should submit their cover letter and resume detailing qualifications and related experience to: careers@albertarealtor.ca. Be sure to include the position you are applying for in the email subject line.



AREA thanks all interested applicants; however, only qualified candidates will be contacted for an interview.