

**POSITION TITLE**

Senior Associate (2 positions)

**LOCATION**

Joffre/Red Deer, Alberta

**POSITION OVERVIEW**

The successful incumbent will provide excellence and continuous improvement in a diverse range of administrative tasks, while providing support to leadership and team members. The position is also required to interact with all levels of the organization.

**RESPONSIBILITIES:**

- Independently perform varied tasks and assignments to support the leader, leadership team, and team members including meeting management, communications, scheduling, and coordinating personnel/resourcing processes and systems.
- Participate as a member of the Joffre Site's Associate Excellence Network, providing informal leadership to other site associates.
- Develop and manage unit/area budget and monitor expenditures against plan which includes requisitioning, invoice approvals, labour allocations & rates, and other spending analysis.
- Generating confidential reports & statistics, preparing presentations and correspondence
- Recognize and act on opportunities to enhance and facilitate team effectiveness through administrative support role and systems.
- Responsible for accurate management of SAP database entries, including Time Coordinator role, Training Administration, and other key activities for the specific role.
- Establishing, maintaining and supporting effective department systems, processes and procedures (eg. setting up specific databases and/or spreadsheets)
- Department resource for basic troubleshooting on computer related issues
- Maintaining and developing electronic and hardcopy filing systems
- Responsible Care system management.

**REQUIRED EDUCATION & EXPERIENCE:**

- Minimum grade 12 education plus a minimum of 4 years combination of post-secondary education and related experience in an administrative field supporting a manager and work team.
- Excellent computer skills in the Microsoft Office Suite of products including WORD, EXCEL, PowerPoint, and also familiar with SAP Finance / PM / HR modules and webpage design systems.
- Self-motivated with strong planning, organizational, and time management skills to perform activities and complete tasks complemented by a strong attention to detail.

- Demonstrated ability to maintain effectiveness in achieving results when adjusting to changes impacting their work, and demonstrated flexibility and track record for improving systems and processes.
- Ability to maintain confidentiality when working with restricted or sensitive information.
- Ability to function independently in a team environment with minimal guidance and proven skills in handling multiple tasks and priorities.
- Strong interpersonal and conflict management skills will allow you to work effectively with team members and customers.
- Demonstrated written and verbal communication skills.
- Demonstrated organizational skills.

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