

Career Opportunity

ABOUT THE AGLC

The Alberta Gaming and Liquor Commission is a dynamic organization leading Alberta's gaming and liquor industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT THE POSITION

Receptionist (Temporary until December 22, 2017)

Competition #: 17-028

Salary: \$40,123.53 to \$48,796.56 per annum

Closing Date: Monday, June 05, 2017

Position Location: St. Albert

JOB SUMMARY

Do you have a positive attitude and thrive on providing a welcoming experience for stakeholders interacting with AGLC? If so, then the AGLC wants to hear from you!

The Receptionist is the initial point of contact for the Alberta Gaming and Liquor Commission (AGLC). This position is responsible for answering inquiries from the public, customers, contractors and staff in a polite, efficient, secure and professional customer service manner. This role requires considerable knowledge of all functions and overall AGLC policies, procedures, and security requirements. The incumbent will work independently, as well as, cooperatively within a close team environment. They will conduct switchboard/reception duties and communicate information regarding Commission operations to the public.

The successful candidate will be highly organized and detail orientated, with the ability to multi-task handling a large volume of diverse calls. They will have strong interpersonal skills and the ability to develop positive, professional working relationships with internal and external stakeholders. Excellent communication, time management and problem solving skills are crucial for being able to adapt quickly to changes in this fast paced environment. They will also demonstrate an understanding and knowledge of Microsoft Office to assist in providing various administrative support.

SKILLS/QUALIFICATIONS

- Completion of High School
- Minimum of one (1) year experience in a comparable position dealing with members of the public, switchboard operation and reception duties.
- An administrative professional certificate would also be considered an asset.

NOTE: An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.

Career Opportunity

To be eligible to work for the Alberta Gaming and Liquor Commission, you must be a Canadian citizen, permanent resident or eligible to work in Canada. We offer a comprehensive range of benefits. As a condition of employment you will be required to obtain a security clearance prior to employment. While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted. The AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To learn more about the Alberta Gaming and Liquor Commission and to view the complete job posting, please visit our website aglc.ca

ABOUT THE DIVISION and BRANCH

Corporate Services Division

This Division provides corporate business support services for the AGLC. It consists of four branches, Corporate Support & Information Governance, Finance, Procurement, and Properties.

Corporate Support & Information Governance Branch

The Branch assists business areas with fleet administration, insurance requirements, records management and ensures the functions of the mail room and reception areas are supporting best practices of the AGLC.

This includes:

- Ensuring the security and integrity of corporate assets and expenditures.
- Providing fleet administration and insurance services.
- Ensuring mailroom activities are handled effectively and efficiently, with respect to mail and courier services.
- Managing the reception function to meet best practice needs of the organization.
- Manages the storage and disposition of records ensuring FOIP compliance.

Please send resumes as a Word document or PDF including competition number, to:
 Alberta Gaming and Liquor Commission - Human Resources
 50 Corriveau Avenue
 St. Albert, AB T8N 3T5
 Fax: 780-447-7400
 E-mail: hr@aglc.ca

Why the AGLC?

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| Comprehensive wage and benefit packages | Closed between Christmas and New Years |
| Pension / dental / medical plans | Health and Wellness Spending Accounts |
| Financial support for personal development | On-site cafeteria and fitness facility |
| Learning & Development opportunities | Employee and Family Assistance Program |
| Compressed work week schedule | Social events |
| 3 paid Personal Days per year | Free parking |