

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

Liquor Planning and Reporting Officer

Competition #: 17-033

Salary: \$67,549.41 to \$88,593.84 per annum

Closing Date: Sunday, June 18, 2017

Position Location: St. Albert

JOB SUMMARY

Are you experienced in the areas of research, data analysis and project management and are looking for a new challenge? If so, we may have a position for you! The AGLC is currently looking for a dynamic Liquor Planning & Reporting Officer to join our Liquor Services team.

The Liquor Planning & Reporting Officer is responsible for the collection of data, interpretation and analysing results using statistical techniques and provides results and recommendations to support senior management. The incumbent plays a lead role in generating the annual liquor revenue budget, ad-hoc and standard liquor reports. The incumbent will also be responsible for preparing presentations based off the finding in the data analysis for the CEO, the Vice President and other senior management. The incumbent also supports applicants through the liquor Manufacturers' setup process.

To be successful in this position, the candidate must be well versed in business analysis techniques with the ability to adapt research methods to collect information from diverse sources. Strong analytical and creative problem solving skills are a necessity. Good project management skills are essential in order to balance competing priorities and achieve complete and accurate results. Excellent written and interpersonal communication skills are a must as the incumbent must be able to effectively communicate and exchange information within the AGLC, with stakeholders and with cross-jurisdictional counterparts as well as present information in a clear, concise and accurate manner.

SKILLS/QUALIFICATIONS

- University degree in Business Administration, Social Science or related field with an emphasis in Statistics
- Minimum of 2 years' experience in data analysis
- Knowledge and experience with data extracting and data cleansing.
- Knowledge and experience with analytic tools
- Knowledge of AGLC liquor manufacturing policies is 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 and clean drivers abstract 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

Liquor Services Division

This Division is responsible for managing the liquor supply chain in Alberta and ensures progressive developments in the industry while building strong relationships with liquor stakeholders.

Liquor Planning and Reporting Branch

- Serves as the primary business linkage for small brewers, distillers, cottage wineries and meadery applicants regarding AGLC reporting requirements.
- Responsible for the development of the annual liquor revenue budget and for reporting on items related to liquor planning.

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 |