

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

**Administrative Support, SMART Programs
(Temporary until September 1, 2017)**

Competition #: 17-038

Salary: \$1,691.80 to \$2,065.40 bi-weekly

Closing Date: Sunday, June 18, 2017

Position Location: St. Albert

JOB SUMMARY

Are you looking for temporary summer employment? Do you love to organize, have an eye for detail and have a passion for customer service? If so we may have a position for you! The AGLC is looking for a skilled administrative assistant to add to our team.

Reporting to the Program Coordinator, SMART Programs, this position is responsible for providing all administrative support services for the SMART Programs (ProServe, ProTect, Reel Facts, A Good Call and Deal Us In).

Major areas of responsibility include assisting customers to access online certification they require; providing customer service and support to program participants by phone and e-mail; data entry; composing and managing business correspondence for internal and external stakeholders; coordinating orders, billings and payment for program materials and supplies; and maintaining financial records and files.

As the successful candidate you must have the ability to manage a variety of tasks simultaneously, prioritize a heavy volume of work and meet deadlines. Your strong verbal and written communication skills will ensure your ability to provide exceptional customer service while dealing with the general public, as well as co-workers and management. In addition, you must possess strong computer skills utilizing Microsoft Word, Excel, Outlook, PowerPoint and be and proficient in data management. Excellent organizational and time management skills are required as well as the ability to work independently and as part of a team. The successful candidate must also possess the ability to maintain confidentiality and exercise discretion.

SKILLS/QUALIFICATIONS

- Completion of High School
- Minimum of two (2) years of progressively responsible experience in office administration, secretarial and clerical duties, including experience managing a large volume of customer enquiries.
- Knowledge of AGLC Policies, the Gaming & Liquor Act, and/or SMART Training Programs would be considered an asset.
- Knowledge and experience with online learning systems would be considered an asset.

NOTE: This recruitment may be used to fill future vacancies.

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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

The Regulatory Services Division is responsible for ensuring the integrity of the gaming and liquor industries in Alberta. It also delivers social responsibility programs and initiatives to encourage healthy choices and develops programs that enhance the AGLC's role with respect to social outcomes related to the liquor and gaming industries.

Business Improvements:

- Develops, plans and implements liquor and gaming policies, processes and leads the overall strategic planning for the division, provides stakeholder training, and liaises with the First Nation charities.

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?

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