

# 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

**Manager, External Warehouse Administration**

**Competition #: 17-040**

*(Temporary until December 15, 2017 with the possibility of extension)*

**Salary: \$3,062.50 to \$4,121.30 biweekly**

**Closing Date: Friday, June 23, 2017**

**Position Location: St. Albert**

## JOB SUMMARY

Reporting to the Vice President, Liquor Services, this position is responsible for external warehouse inventory oversight and the reporting of customs duty, excise duty and accounting of liquor imported to the Province of Alberta (personal and commercial) to the federal government. The Manager is responsible for ensuring the timely and accurate collection of liquor mark-up due the AGLC for all liquor products coming into Alberta and liquor sold to liquor licenses. This position is also responsible for mark-up billing and collection of warehouse and Alberta liquor manufacturers 'loss' of inventory not accounted for.

To be successful in this position, you must have strong leadership abilities in order to coach, mentor and direct a team of 20 staff members. Knowledge of accounting and auditing practices and principles are a must as well as the ability to interpret government acts, regulations and policies and prepare programs and procedures to ensure compliance. The ability to communicate effectively, both verbally and in writing with all levels of staff and senior management within AGLC and external stakeholders is a necessity, complimented by the ability to build strong relationships with internal and external stakeholders.

## SKILLS/QUALIFICATIONS

- University degree in business administration or economics
- Five years of progressive experience for supervision and management of staff
- Customs qualified or certified customs specialist with general accounting and audit experience is an asset.
- Specialized audit experience in a warehouse inventory environment, federal customs audit and excise duty audit 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](http://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.

#### External Warehouse Administration:

- Oversees operators of warehousing and distribution of liquor products in Alberta, including managing an office at each of the province's liquor and beer warehouse locations to monitor inventory and revenue collection.
- Ensures federal customs and excise duties are collected on liquor products (as applicable), as well as the provincial markup, container deposit, recycling fee and GST.
- Release product for sale and work with agencies to ensure labelling is compliant with federal requirements.

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](mailto: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