



EXECUTIVE ASSISTANT – FULL TIME

*The **Oil Sands Safety Association's (OSSA)** is a non-profit organization, whose mandate is to collectively reduce injuries or incidents; develop and implement regional codes of practices; and standardize safety training for the oil sands industry. www.ossa-wb.ca*

*The Association supports its members: Canadian Natural Resources, Shell Albian Sands Energy Suncor Energy and Syncrude Canada in executing the **vision for an incident free workforce**.*

This position requires well-developed organizing and coordinating skills, work with a minimum of work direction, the ability to demonstrate initiative, to expedite work flow, and work well within a team.

Responsibilities include providing administrative support to the Oil Sands Safety Association's Executive Director, Project Coordinator and OSSA Teams which will include but not limited to the following job specific tasks:

- Office management including responding to visitor and stakeholder requests.
- Managing a budget through Simply Accounting, including invoicing, banking and financial statements.
- Developing, formatting and/or revising standards, practices, spreadsheets, etc.
- Maintaining hard copy and electronic files and document management system.
- Ordering and maintaining all necessary office and supporting supplies.
- Scheduling meetings and travel arrangements.
- Managing web site.

Key Qualities and/or Experience to support success:

- Demonstrated business professionalism, respect for confidentiality and handling of sensitive information.
- Highly developed written, verbal and electronic communication skills.
- Highly competent in the use of all Microsoft Office Applications.
- Preferred candidate will have experience in using Simply Accounting.
- Strong organizational skills with the ability to prioritize.
- Attention to detail, accuracy and follow-up is critical of this position.
- Excellent ability to handle multiple tasks and changing priorities.
- Works well in a team environment and cross functionally
- Office Administration diploma with 3-5 years administration experience.

If you are interested in making a difference in health and safety for the Oil Sands industry, please email cover letter and resume to the Executive Director - Tim Gondek at tim.gondek@ossa-wb.ca.

Only those applicants requested for interviews will be contacted.