



FIELD OFFICE ADMINISTRATOR

The Natural Resources Conservation Board (NRCB) is the authority under the *Agricultural Operation Practices Act* (AOPA) responsible for regulating confined feeding operations and manure management practices in Alberta.

We are currently seeking an experienced professional to work as a Field Office Administrator in our Red Deer office. In addition to looking after the day to day operations of the Red Deer field office, you will be responsible for providing administrative and program support to staff in the Red Deer office. You will be responsible for coordinating inter-office communications, providing support for AOPA applications and compliance processes, providing information to the general public and referral agencies, and inputting information into the NRCB's database. You will also be responsible for maintaining strong communication ties with other government agencies and departments in the building.

Qualified candidates will have as a minimum, a Post-Secondary diploma in a related field, and five years related experience. Strong interpersonal skills and a proven ability to work well with others to achieve results are essential. Excellent written and oral communication skills, organizational and time management skills, and attention to details are important. Strong computer skills (Word, Excel, PowerPoint, etc.) are also important.

The position offers a competitive salary based on experience and qualifications, a generous benefits package and a defined contribution pension plan.

Additional information on this position is posted on our website www.nrcb.ca. Interested applicants are asked to submit their resume to the attention of Human Resources by Friday, May 27, 2022. We thank all applicants in advance, however, only those selected for an interview will be contacted.

Natural Resources Conservation Board
Email: hr@nrcb.ca

FIELD OFFICE ADMINISTRATOR DESCRIPTION RED DEER OFFICE

Title: Field Office Administrator

Reports to the Director of Field Services - Applications

Position Summary:

Reporting to the Director, Field Services - Applications, this position is responsible for providing administrative and program support to staff in the NRCB Red Deer field office. In addition to looking after the day to day operations of the field office, this position is responsible for maintaining strong communication ties with other government agencies and departments within the building. The position is also responsible for coordinating inter-office communications between NRCB offices; providing support for AOPA application, compliance and Sci-Tech processes; providing information to the general public and referral agencies; and inputting information into the NRCB's database. This position works with a significant amount of independence in answering inquiries, assigning AOPA related tasks to field staff and following up on office contracts and requirements.

Responsibilities include:

- Provide administrative support to approval officers, inspectors and environmental specialists on applications, decisions and compliance documents related to AOPA and confined feeding operations (CFOs) including preparing forms, reports, spreadsheets, memos, letters, and other documents.
- Act as primary contact for the NRCB Red Deer field office, field requests for information, and provide accurate and timely responses.
- Assist staff by helping to prepare and proof read documents and correspondence for accuracy, grammar and proper format as required.
- Create new records and update existing records in the CFO database on an as needed basis.
- Receive CFO complaint information, update information in the database, and assign the complaint to the appropriate inspector.
- Assist staff members with different computer applications and act as office lead to assist with troubleshooting software related problems.
- Provide general reception duties including: receiving phone calls, couriers, faxes, and mail coordination; manage office supplies; coordinate officer repairs, equipment repairs and maintenance; coordinate conference calls, and schedule meetings.

B. QUALIFICATIONS

- Post-Secondary diploma in a related field, and five years of related experience
- Strong interpersonal and communication skills
- Strong organizational and time management skills, and a strong attention to detail
- Ability to work with independence and autonomy, as well as part of a multi-disciplinary team
- Excellent oral and written communication skills
- Competent in Microsoft Office Word and Excel
- Strong knowledge of office administrative systems and procedures

- Problem solving skills
- Professional attitude that supports a sense of confidentiality and relationship building
- Strong understanding of regulatory processes and procedures

Skills and Attributes:

- Professional:** Technically competent, well respected in his/her field. Strong working knowledge of computer applications skills including word processing, spreadsheets and databases. Demonstrates high ethical standards and an honest, open and consistent approach to working with people. Self motivated with special attention to detail and accuracy. Consistently meets deadlines with high quality work. Actively pursues continued education and professional development.
- Problem-solving:** Applies analytical skills and sound judgment to arrive at practical solutions to a diversity of issues.
- Self Confidence:** Confident in skills and abilities. Make timely and constructive recommendations and decisions.
- Communication Skills:** Excellent written and oral communication skills.
- Organizational Skills:** Able to handle a variety of projects at the same time. Excellent time management skills.
- Interpersonal Skills:** Well-developed interpersonal skills, with the ability to work with people with strong view points.
- Results-oriented:** Achieves organizational objectives by anticipating problems, using initiative and identifying opportunities for resolution.
- Teamwork:** Contributes to team and organizational success. Supports team members, shares success.

HOW TO APPLY:

E-mail: Human Resources - hr@nrcb.ca

APPLICATION DEADLINE: Friday May 27, 2022

We thank all applicants in advance; however, only those selected for an interview will be contacted.

Date Posted: May 27, 2022