

Salary Range	Will be negotiated based on experience
FTE	Contract position until March 31, 2021 (1.0 FTE)
Start Date	TBD
Location	TBD; position will be largely mobile based on needs of projects. Home position will be one of the Edmonton Zone (EZ) PCNs.
Program Overview	Edmonton Zone Pan PCN are a collaboration of the PCNs in the Edmonton Zone. This program advances, supports, and facilitates the initiatives identified as Pan PCN projects.
Position	This position is an integral part of the Pan PCN Edmonton Zone team. Working with, and under the supervision of the Pan PCN Project Manager, the Pan PCN Administrative Assistant, will be responsible for providing day to day administrative and project support for the Pan PCN Project Manager, Pan PCN Steering Committee, Pan PCN Working Groups and projects, as identified.
Report to	Edmonton Zone Pan PCN Project Manager
Education	Completion of certificate or diploma in office administration, business relation or other related discipline; equivalent combination of education and experience may be considered.
Experience	<ul style="list-style-type: none"> • Minimum three (3) years related experience in an executive or administrative office/role preferred • Demonstrated advanced computer proficiency using MS Office application (Work, Outlook, and Excel); expertise in PowerPoint, Publisher, One Note, and Visio is an asset • Familiar with cloud based storage and programs (Google, One Drive, Drop Box, DirectorPoint, etc.) • Excellent transcription, editorial and proofreading skills • Proficiency of survey conducting software Survey Monkey, Fluid Surveys and others • Knowledge of basic accounting for expense tracking and budgeting purposes • Must speak, read and write English fluently
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and customer service and public relations skills • Clear and concise communication skills – both verbal and written • Extreme attention to detail • Proven organizational, multi-tasking and priority management skills and ability to work autonomously • Participate in maintaining a healthy and safe work environment • Maintains confidentiality and able to handle sensitive and confidential assignments with tact and diplomacy • Responsible, respectful, professional, organized, ethical and efficient • Demonstrated ability to meet deadlines and honor commitments • Comfortable to work in an ambiguous and dynamic environment • Ability to type 60 – 65 WPM (testing may be required)
Application	<p>Please forward your resume' and cover letter to info@ahpcn.com</p> <p>Candidates will require the following occupational requirements:</p> <ul style="list-style-type: none"> • A current and clear criminal records check • Willing and able to lift and carry 10-15 pounds • Able to sit for extended periods of time



**Edmonton Zone (EZ)
Pan-PCN Administrative Assistant**

	<ul style="list-style-type: none">• Arm and finger dexterity required to operate computer keyboard and other office equipment• A valid drivers licence and access to a vehicle for travel to various locations throughout the pan PCN area• Flexibility with location to work, may be located in and out of PCNs within the area• Flexibility in hours and days of work with some occasional evening or weekend hours.
Dated	December 17, 2018
Closing date	This posting will remain open until a suitable candidate is found.