



A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.

Administrative Assistant Infrastructure

Full-time, Temporary 1-year

POSITION SUMMARY

Under the direction of the Associate Vice President of Infrastructure, the Administrative Assistant provides support to the Infrastructure Department in three key areas: event planning and coordination; hospitality; and general administrative tasks. This individual will play a key role in our Conferences Services operations, coordinating bookings and managing customer experiences. Some evening and weekend work is required. This position is renewable after one year. Renewability is subject to profits within the Conference Services area.

KEY RESPONSIBILITIES

Event Planning and Coordination

- Coordinates logistics for various external groups and University functions, including preparing contracts, food and beverage selections, location suggestions, rooming lists and audio-visual planning
- Manages event timelines and calendars, and communicates with the broader community
- Creates master agendas and personalized itineraries, correspondence, and collects documentation from external clients
- Collects payments from external clients; completes all contracts and invoicing, and reports to Financial Services
- Assists with Conference Services marketing efforts
- Maintains accurate client databases

Hospitality

- Welcomes guests and other visitors, answering questions, and making appropriate referrals
- Checking in and out of lodging guests, collecting payments, and issuing keys
- Liaises with the airbnb management company
- Responds to inquiries – both in person and on the phone
- Serves as a resource during new student orientation residence hall tours
- Updates the events chart facilitating the bridge between ancillary and janitorial services
- Coordinates the team cleaning schedule.

Administrative Support:

- Obtains quotes, creates purchase orders, prepares requests for proposals, and receives items in PO system
- Creates and maintains accurate inventory of capital assets
- Manages employee key distribution, parking passes, and FOBs, maintaining an accurate inventory
- Places orders for stock janitorial, office, IT, and grounds supplies
- Prepares meeting agendas and minutes
- Creates internal communication including a monthly infrastructure newsletter and signage
- Conducts weekly inspection of residence halls and common areas, meets with Residence Assistants and logs needed repairs

Additional Duties

- Provides a backup for Reception, Security, and Building Services Manager during vacation and leaves

QUALIFICATIONS

- Minimum two years experience in an office or administrative role
- Minimum two years experience in event planning or conference services is desirable
- Exceptional telephone manner and excellent communication skills
- Ability to maintain confidentiality and exercise discretion
- Good interpersonal and organizational skills, with the ability to multitask and prioritize workload
- Ability to work productively with limited supervision
- Proficiency in Microsoft Office Suite Programs (Word, Publisher, Excel, Access etc.)
- Ability to quickly learn other computer systems including Sage, EventPro, Millennium, CHUBB, Sling, and SharePoint
- Knowledge of a university environment is desirable.

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes to:

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.