

ADMINISTRATIVE OFFICE SUPPORT

(Full Time/Part Time - Permanent)



Application Deadline: TBD

Aaron Aubin Consulting Inc. (Aubin) is an Indigenous-owned consulting firm working in Canada to deliver tailored and innovative solutions. Aubin pursues client relationships and projects that empower meaningful dialogues between Indigenous communities and government, and corporations. Dedicated exclusively to projects that deliver societal benefits, Aubin has provided Indigenous engagement, planning, and advisory support for complex and high-profile community-building and infrastructure projects across Canada. Aubin's four core services areas include Indigenous and Stakeholder Engagement, Community Planning and Development, Strategic Planning, and Capacity Building.

Aubin is currently seeking a highly motivated and creative individual for an Administrative Office Support position in our Calgary office.

QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Education or practical experience in administration or a similar position is an asset
- Excellent verbal and written communications
- Good at organizing, scheduling and meeting timelines/deadlines
- Ability to work independently and collaboratively in a team environment
- Proficient in Google Workspace (Docs, Sheets, Slides, Gmail, Calendar, Forms, Maps)
- Proficient in Adobe Creative Suite (InDesign and Illustrator)

DUTIES

The position will require the following duties to be performed:

- Assist and support staff on projects and day to day operations
- Assist and support staff on creating project templates and work processes
- Assist accounting clerk with month-end invoicing of labour and expenses
- Proofread and edit documents
- Coordinate meetings, prepare agendas and take meeting minutes
- Data and information entry
- Photocopy, scan, print and collate materials
- Manage supplies and equipment inventory
- Maintain company website and Social Media sites

Work Environment

Aubin is headquartered in Southeast Calgary, Alberta. Staff operate out of a professional and collaborative studio environment, featuring innovative technology and ergonomic workstations to support creative problem solving.

Compensation

Compensation for this position is \$15.00 per hour.

Apply

Send a cover letter and resume to: careers@aubinconsulting.com, quoting the above job title.

Preference will be given to candidates with Indigenous Heritage (First Nation, status or non-status, Métis, Inuit). Candidates chosen for an interview will require work related references. The successful candidate for the position will be required to pass a Police Information Check for employment.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. No telephone inquiries please.