

**Executive Administrator/Registrar
Alberta Assessors' Association
Edmonton, AB**

The Alberta Assessors' Association is seeking a full time Executive Administrator to provide support in a small, team-based environment. This dynamic position includes implementing the decisions of the Association's Executive Committee and reporting committees; overseeing Member Services and activities, particularly accreditation processes; overseeing the financial resources of the Association; conference, event and project planning; and overall facilities management and administration. Duties also include the supervision of one full time administrative assistant and occasional casual staff.

The ideal candidate will have a Bachelors degree in business or public administration and a minimum of five years of directly related experience. An equivalent combination of education and experience will be considered. Strong organizational and interpersonal skills are required. The incumbent must be fully knowledgeable with working in a Windows PC environment and with all Microsoft Office applications, including ACCESS database operation. Familiarity with Simply Accounting is a strong asset. Some travel within Alberta is required.

For a detailed job description, please [click here](#). Qualified applicants please e-mail or fax your resume **with a covering letter indicating salary expectations by March 19, 2010** to:

membership@assessor.ab.ca or
fax (780) 487-7505

The position start date is planned for **May 3, 2010**, however, this position will remain open until a suitable candidate is found.