



## Alberta Insurance Council

### Executive Assistant - Permanent, Full Time

The Alberta Insurance Council ('AIC') works to protect Alberta consumers and ensure insurance brokers, agents and independent adjusters operate at the highest standard through licensing and legislation. The AIC provides administrative and investigative services to all Alberta insurance councils including the Insurance Adjusters' Council ('IAC'), the General Insurance Council ('GIC') and the Life Insurance Council ('LIC'), as well as administrative services to the Continuing Education Accreditation Committee. The IAC, GIC and the LIC are the regulatory bodies responsible for licensing and discipline of insurance agents, brokers and adjusters in the Province of Alberta and derive their authority from delegations from the Minister of the Alberta Treasury Board and Finance. The AIC has 27 employees in its Edmonton and Calgary offices.

### Reports To

- Chief Operating Officer and General Counsel
- Course Accreditation Administrator

### Job Summary

The Alberta Insurance Council is seeking an Executive Assistant to provide administrative support such as:

- Scheduling meetings, photocopying, preparing draft correspondence, creating and updating binders, organizing documents
- Implementing an effective diary system to help manage time and tasks
- Collaborating with other administrative staff in managing workflow, monitoring calendars and meeting deadlines
- Interfacing with public and stakeholders to schedule appointments, exchange and obtain information and communicate file progress
- Review and manage documents within software programs
- Update knowledge by participation in education opportunities
- Help accomplish organizational goals as established by the Board of Directors and the COO
- Receive and process course accreditation requests
- Respond to communications from course providers on behalf of the Accreditation Committee
- May be required to provide back up to the Course Accreditation Administrator with agenda preparation and minute-taking

### Skills and Qualifications

- Post-secondary diploma or certificate in related field
- Proficient knowledge of MS Office programs such as Word, PowerPoint, Publisher and Teams
- Excellent attention to detail and sound proofreading skills
- Ability to manage time, prioritize and organize
- Demonstrate a disciplined approach to tasks and work
- Above average written and verbal communication, listening and interpersonal skills
- Ability to work independently, take initiative and exercise sound judgment
- Legal knowledge or familiarity with the *Insurance Act* or insurance industry would be an asset

Interested and qualified applicants should e-mail a cover letter and resume to [careers@abcouncil.ab.ca](mailto:careers@abcouncil.ab.ca) and include "Executive Assistant" in the subject line. All applications will be reviewed; however, only the most suitable candidates will be contacted.

The position is located in the Edmonton office of the Alberta Insurance Council.

