



Competition: 19-PSPP1 Administrative Assistant
Location: Edmonton, Alberta
Position Type: Full-Time, Permanent, [EXTERNAL Posting]
Classification: T/AS II
Salary Range: \$42,719.00 - \$51,514.00
Hours of Work: 7.25 hours per day, (36.25 hours per week)
Closing Date: Open until suitable candidate found

The Public Service Pension Plan (the Plan) is a defined benefit pension plan for employees of the Government of Alberta, public agencies and specified universities. The Plan has over 80,000 active, deferred and retired members. For more information about the Plan, please visit PSPP.ca.

PSPP Corporation became the trustee and administrator of the Plan effective March 1, 2019. PSPP Corporation is responsible for overseeing the investment management of the \$13.4 billion Plan fund by Alberta Investment Management Corporation and the pension administration services provided to the Plan by Alberta Pension Services Corporation.

PSPP is governed by an eight-member Board of Directors. The Board of Directors is responsible for the management of the Plan. The PSPP Sponsor Board, a separate board made up of eight members is responsible for making and amending the Plan Text, setting contribution rates and establishing the Funding Policy. PSPP Corporation staff support both the Board of Directors and the PSPP Sponsor Board.

Recruitment is for a permanent **Administrative Assistant**.

Reporting to the Operations Manager, the Administrative Assistant provides general administrative support for PSPP Corporation. Responsibilities include proofreading and word processing, tracking correspondence, records management, processing invoices and expenses, meeting scheduling and logistics and other administrative duties as required.

To be successful in this position, the Administrative Assistant must be able to handle multiple tasks and priorities, often within tight deadlines, while maintaining a high level of performance and quality. The Administrative Assistant must be flexible and adaptable to the changing needs of the CEO and Operations Manager.

Qualifications

- University degree and 2 – 4 years of directly related experience, or
- Diploma or certificate with 5 – 7 years of directly related experience

Skills & Abilities

- Excellent grammar and proofreading skills
- Excellent overall administrative skills
- Strong organizational skills
- Mid-level research skills
- Strong client service skills

- Effective interpersonal and communication skills: must be able to work with diverse groups of people
- Excellent time management skills

Knowledge

- Excellent working knowledge of Microsoft Office Suite products, including Outlook, Word, Excel and PowerPoint
- Excellent working knowledge of Adobe PDF
- Good working knowledge of electronic records management processes
- Professional business writing experience

PSPP Corporation offers a comprehensive and flexible [benefit package](#).

Affiliation of this position is pending a decision by the Alberta Labour Relations Board.

How to Apply

If you are interested in this position, please submit your resume to recruitment@pspp.ca. Each submission needs to clearly indicate the **competition number** of the position you are applying for.

Please Note: If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies within PSPP Corporation.

Thank you for your interest in PSPP Corporation. Only those candidates selected for interviews will be contacted.