

Associate Administrator, Corporate Services

Innovate Calgary

CALGARY, ALBERTA

Innovate Calgary is the technology transfer and business incubator center for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with University of Calgary researchers, students, and other members to bridge the gap between discovery and create economic and societal impact. We provide a unique environment for employees, combining a flexible working environment with significant exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

Associate Administrator, Corporate Services

Position Overview:

We are seeking a diligent and initiative-taking Associate Administrator to support our CEO and Corporate Services team. Reporting to the Head of Operations, the ideal candidate will be responsible for managing meeting bookings, calendar management, and providing comprehensive administrative support. This role involves a variety of administrative tasks, including employee onboarding and offboarding, office maintenance, and emergency response protocols. The Associate Administrator will also act as a backup for the IT & Corporate Services Analyst, ensuring the smooth running of our office environment.

Key Responsibilities:

Meeting Bookings and Calendar Management for CEO and Corporate Services:

- Schedule and manage appointments, meetings, and conference calls for the CEO, Head of Operations, and other directors when necessary.
- Work with the Head of Operations to coordinate and maintain the CEO's calendar, ensuring timely communication and updates.
- Arrange meeting logistics, including room bookings, equipment setup, and catering services.

Employee Onboarding and Offboarding Support:

- Set up offices for new hires, including light cleaning and organizing files and supplies.
- Create name placards for office locations.
- Update mail slots for new hires.
- Reset offices when employees leave, including light cleaning, organizing files, and storing computer equipment.

Office and Equipment Management:

- Manage and maintain photocopiers, monitor supply levels, add/remove users, and coordinate invoice payments.
- Monitor the postage meter, handle mail distribution, and occasional off-site mail pick-up.
- Ensure proper functioning and maintenance of other office equipment.

Emergency Response and Safety:

- Implement ad hoc emergency response protocols as required.
- Inform visitors of new safety guidelines and put up notification signs.
- Notify Security and the Facilities Manager of any safety or security concerns immediately.
- Function as a designated company fire warden, ensuring safety guidelines are maintained and providing direction during emergencies.

Office Administration:

- Maintain a tidy and organized office environment, including light cleaning of reception and communal areas.
- Manage coffee stations, water coolers, snacks, office stationery, and supplies.
- Ensure kitchens, washrooms, and shared spaces are clean and stocked, arranging for cleanup and ordering supplies as required.
- Receive and store office and kitchen supplies.
- Recycle batteries and photocopier supplies.
- Assist in planning and coordinating staff events.

Travel Coordination:

- Work with designated travel agents to coordinate employee business travel requirements.

Meeting Room Management:

- Book meeting rooms via the online reservation system and make changes as required.
- Reset meeting rooms, including light cleaning, and organizing equipment and supplies.
- Monitor meeting room equipment and coordinate repairs as needed.
- Order and set up catering for meetings as required.

Qualifications:

- High school diploma or equivalent; additional qualifications in office administration are a plus.
- University degree would be an asset.
- Proven experience in an administrative role, preferably in a corporate environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Highly self-motivated with the ability to manage multiple tasks and prioritize effectively.
- Attention to detail and critical thinking skills.
- Ability to work independently and as part of a team.

Work Environment:

This role is office-based, with responsibilities requiring physical presence for light cleaning, organizing, and emergency response tasks. The Associate Administrator must be prepared to manage occasional



physical tasks related to office setup and maintenance.

This job description aims to outline the essential duties and responsibilities for the Associate Administrator position. It is not an exhaustive list and may be subject to changes and additions as needed by the company.

How to Apply

Interested applicants are asked to forward their resume and cover letter to hr@innovatecalgary.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Closing Date: September 27, 2024

Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.