



ADMINISTRATIVE & LOGISTICS COORDINATOR

Alberta Chicken Producers is a dynamic, growing farmer-run organization whose vision is to ensure *“Alberta’s chicken industry is collaborating to grow, create shared value and ensure chicken is consumers’ preferred and trusted protein.” We offer a supportive, values-based work environment and people-focused culture.*

The Position:

Reporting to the Office Manager under the leadership of the Executive Director, the Administrative & Logistics Coordinator is integral to the efficient operations of the Alberta Chicken Producers’ office and supports the work of the ACP office team, the Board of Directors, and the Alberta chicken industry.

The Administrative & Logistics Coordinator is responsible for:

- **Managing Office Reception:**
 - Greeting and receiving visitors in a cheerful and professional manner
 - Answering incoming phone calls and responding to inquiries in a professional and courteous manner
 - Maintaining a welcoming reception area

- **Administration:**
 - Supporting management and staff in composing correspondence, including letters, meeting records, licenses, forms, and certificates
 - Maintaining and updating files, records and contact lists; and maintaining orderly filing system
 - Maintaining office calendar and registering Directors for events as required
 - Managing office supplies, including inventory maintenance, ordering, and storage
 - Receiving incoming correspondence and / or packages (mail, general emails, and faxes) and forwarding to applicable staff members
 - Managing outgoing mail and arranging for outgoing courier pick-ups
 - Recording incoming invoices and cheques
 - Programming office equipment (i.e. phones, photocopier) and troubleshooting with IT support
 - Assisting with data entry

- **Logistics:**
 - Booking hotel accommodations for Directors, staff and out of town visitors as required
 - Booking and managing meal and meeting room arrangements for events and meetings, including Regional Meetings, Producer Meetings, workshops, industry meetings and special events
 - Ensuring boardroom is set-up for meetings, including technology, meal and refreshment requirements are met
 - Supporting the Alberta Poultry Industry Emergency Management Team

- **Communications & Event Planning Support:**
 - Coordinating event details in collaboration with team members
 - Supporting Marketing & Communications Specialist in event execution, including packaging and disseminating promotional and marketing materials, booking venues, and supporting set-up as required

- Securing volunteers for special events and supporting the Marketing & Communications Specialist in preparing volunteers for their roles
- Monitoring the website and social media for frequently asked questions and communications requiring attention

The Candidate:

- Enjoys interacting with the public and diverse groups of stakeholders
- Self-motivated team player who thrives in a dynamic, interactive work environment
- Excellent time management skills and attention to detail
- Eager to learn and grow his / her skills
- Post-Secondary education / training in office administration, or equivalent
- 5+ years of proven experience in an administrative assistant role
- Industry / agriculture experience in is an asset but not required
- Accounting / bookkeeping experience is an asset but not required

This full-time position is located in Edmonton, AB.

Compensation is commensurate with skills and experience.

For more information about Alberta Chicken Producers, please visit our website: www.chicken.ab.ca