



## **Emergency Response Assistance Canada (ERAC)**

### **Administrative Assistant**

Job Location: Calgary, AB, Canada

Emergency Response Assistance Canada (ERAC) is looking for an Administrative Assistant to join our growing organization.

ERAC is a not-for-profit corporation created by industry for industry. As a co-operative emergency preparedness and response organization, we are instrumental in assisting over 360 Plan Participant members in oil & gas, transportation, and chemical and agriculture requiring emergency response plans (ERPs) including Emergency Response Assistance Plans (ERAPs), environmental emergency (E2) plans or spill contingency plans. Using highly trained and skilled responders, and industry best practices and equipment, we are prepared for any flammable liquids or liquefied petroleum gas (LPG) incident by road, rail or stationary tank.

Contract Type: Permanent, full-time

Start Date: Immediate

Salary Range: \$45,000 to \$50,000 per year

#### General Information:

The Administrative Assistant will be reporting to the Process Services Manager. This individual will be responsible for the day-to-day administrative functions of the office as well as disseminating information to our Plan Participant members, responders, and regulatory officials. This position requires a high-level of administrative skills, strong editing skills and time management.

#### Responsibilities:

- Update, edit and format a variety documents (policies and procedures, contracts, reports and correspondence)
- Retrieve, review, and/or modify data; utilizes word processing, database and software programs
- Maintain current Access databases containing all information required for ERAC Plan Participants members and responders
- Assist in the overall daily office functions with guidance from the Process Services Manager
- Answers queries from Plan Participant members, and provide them with the necessary information to submit an ERAP application to Transport Canada through their new online system ERAP Online Services (EOS)
- Assist with maintenance of ERAC learning management system; adding new responders, uploading and updating certification and records

- Update and manage key performance indicators (KPIs) on a monthly basis
- Perform other duties as assigned by Process Services Manager

Qualifications:

- Intermediate to advanced level of proficiency in MS Office products including: Outlook, Word, PowerPoint, Excel and Access
- Strong editing and writing skills
- Attention to detail is essential
- Great organizational skills and ability to meet tight deadlines
- Strong customer service background
- Ability to communicate effectively both verbally and in writing
- Ability to problem solve independently
- Positive attitude, self-starter and reliable
- Flexible and adaptable to changing processes and new tasks

Education/Experience:

- Certificate/diploma in a business administrative program
- Minimum of five (5) years recent and related experience

Please email your cover letter and resume to [info@erac.org](mailto:info@erac.org). Only candidates moving forward in the recruitment process will be contacted for an interview.

Thank you for choosing Emergency Response Assistance Canada (ERAC) in your career options.

Posting closes: March 3, 2021