



Head Office
#180, 6815 – 8th Street NE
Calgary, Alberta
T2E 7H7
Phone: [\(403\) 275-8558](tel:4032758558)

Position Title: Administrative Assistant

The Canadian Cattle Association (CCA) is the national voice of Canada's 60,000 beef farms and feedlots. Founded by producers and led by a producer-elected board, CCA works to address issues of priority to Canada's beef producers.

The Administrative Assistant role will provide administrative support primarily to the Beef Cattle Research Council (BCRC) Division and Verified Beef Production Plus (VBP+) staff and Council members to ensure effective program implementation and Council operations. Reporting to the BCRC Operations Manager, this position will support meeting planning and execution, invoice and expense management, materials inventory management and distribution, calls for proposals and ongoing project management processes, and other emerging administrative requirements.

Location: Calgary office. Hybrid office/remote work options will be considered within driving distance of the Calgary office and on a specific agreed upon schedule for in office hours.

Status: Full-time permanent position

Responsibilities:

- Provide administrative support for the development and execution of BCRC programs and the day-to-day operations of the BCRC and VBP+
- Support funding program call for proposals, peer review and contracting processes
- Administrative support to the BCRC Executive Director including scheduling meetings, managing executive requests and other duties as required
- Support meeting planning at a staff, board, and committee level including making meeting arrangements, scheduling, communications to attendees, preparation and distribution of meeting documents, financial reports, and minute taking as requested
- Assist with BCRC travel arrangements for staff and board/committee members
- Manage communications with BCRC funding recipients regarding contract execution, interim, annual and final results reporting and payments
- Maintain relevant project management reporting through the BCRC database
- Manage receipt and filing of VBP+ applications, correspondence, and payment
- BCRC and VBP+ materials inventory management, distribution, and shipping; including online store maintenance
- SharePoint and physical file management for both BCRC and VBP+ operations
- Invoice processing and approvals management for multiple divisions
- Other duties as required and assigned

Qualifications and skills:

- Minimum five years' experience as an Administrative Assistant
- Strong willingness to collaborate with staff and external stakeholders and partners, with an ability to support multiple staff and committees in a professional environment
- Advanced user in Microsoft based tools including SharePoint and Microsoft Teams
- Excellent interpersonal skills combined with a high degree of professionalism
- Self-starter with a proactive and ambitious attitude
- Excellent attention to detail and strong process and project management skills
- Ability to work both independently and in a team setting
- Excellent written and oral communication skills
- Understanding of not-for-profit organizations and accountability to funders

Salary: Negotiable and dependent on qualifications and experience

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

Please submit your cover letter and resume in confidence to: Caron Melin, Controller at melinc@cattle.ca