

## **Operations Coordinator**

### **University of Alberta**

**This position is a part of the Non-Academic Staff Association (NASA).**

This position offers a comprehensive benefits package which can be viewed at: <https://www.ualberta.ca/faculty-and-staff>.

**Location** - This role is in-person. Work primarily takes place at North Campus, Edmonton.

### **Working at the University of Alberta**

**The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages and cultures of First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our vibrant community.**

The University of Alberta is a community of knowledge seekers, change makers and world shapers who lead with purpose each and every day. We are home to over 14,000 faculty and staff, more than 40,000 students and a growing community of 300,000 alumni worldwide.

Your work will have a meaningful influence on a fascinating cross-section of people - from our students and community members, to our renowned researchers and innovators, making discoveries and generating solutions that make the world healthier, safer, stronger and more just. <https://www.careers.ualberta.ca/>.

### **Working for the Renewable Resources Department**

The Renewable Resources Department is the home of forestry and forest science scholarship of Canada's western boreal and Rocky Mountain forests. The Department's undergraduate and professional masters programs in forestry are nationally accredited and graduate student research and faculty scholarship is world-class. Faculty, students, and research associates in the Department benefit from collaborative relationships with provincial and federal government agencies and Alberta's forest industry. We are the campus leader in addressing complex and intersecting environmental and management issues centred in forested ecosystems.

### **Position**

The Operations Coordinator (OC) organizes and supports all administrative, operational, and accounting/financial activities within the Growth & Yield Lab at the University of Alberta. Working closely with the Endowed Chair in Forest Growth & Yield, the OC provides primary administrative and research support to the Chair and for others

across the entire suite of activities housed in the Lab. The OC supports all activities, including occasional fieldwork assisting others in collecting research data. In addition, the OC organizes meetings, events, and knowledge transfer activities, and is the first point of contact for external and internal queries, connecting people and projects to ensure operational efficiency and effectiveness.

### **Duties**

- Coordination of physical, electronic, and human resources
- Support for project managers, files, reports, records, and activities
- Research support, including office and field activities
- Generating financial summaries, reports, and coordinating operational procedures
- Planning and coordinating meetings and events
- Organizing knowledge transfer, including websites, reports, and webinars

### **Minimum Qualifications**

- Post-secondary education at the diploma level or greater
- A combination of education and/or experience that demonstrates working knowledge of both office administration and the fundamentals of forest management
- Competency in office applications including word processing, spreadsheets, databases, and presentations
- Demonstrated numeracy skill, attention to detail, and attention to a high level of accuracy
- Full (non-GDL) Class 5 Alberta Driver's license by time of appointment
- Strong organizational, interpersonal, and communication skills

### **Preferred Qualifications**

- Post-secondary education in forest conservation or management at the diploma level, or greater
- Working knowledge of geospatial technologies including GPS and GIS
- Experience working outdoors, in forested ecosystems, in all seasons
- Knowledge of 4x4 truck and ATV equipment operation and maintenance
- Experience with event planning and promotional and business writing

**To apply, please visit: <https://apptrkr.com/5857261>**

**The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.**

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