



**VISION:** *Alberta's chicken industry is collaborating to grow, create shared vision, and ensure chicken is consumers' preferred and trusted protein*

**MISSION:** *Serve Alberta's chicken producers by collaborating with key stakeholders to: (1) Create a thriving environment for sustainable chicken production, and (2) Encourage a competitive, consumer-focused value chain*

**2518 Ellwood Drive SW Edmonton, AB T6X 0A9**  
**[chicken.ab.ca](http://chicken.ab.ca)**

## **Office Administrator / Project Assistant**

*Alberta Chicken Producers is seeking a team player with a positive attitude who is motivated to provide high quality work in a fast-paced environment.*

*We are looking for an experienced individual to coordinate day-to-day administrative operations of the office; responsible for general reception, meeting logistics, liaising with chicken producers, data and file management, and project support for ad hoc and/or market analyst.*

*This full-time position provides the necessary administrative support and strong customer service to the Executive Director, Board of Directors, and Alberta Chicken Producers staff. Successful candidate must project a professional company image through in-person and telephone interaction.*

### Values & General Attitude:

- People/customer focus
- Highly motivated/enthusiastic/ambitious
- Accuracy/attention to detail
- Strong organizational skills with ability to prioritize workload
- Continual learner
- Excellent problem-solving skills and adaptable to change

### Attractions:

- Variety of work
- Competitive salary, amazing benefit plan, and RRSP
- Long-term employees in a small office
- Hybrid working environment

### Qualifications:

- Computer Skills: Advanced abilities in MS Office Suite (Word, Outlook, Excel, PowerPoint), Survey Software
- Business-related courses/diploma and/or related experience
- Business aptitude with solid understanding of market economics in the poultry and/or agri-food sectors preferred

Please submit your resume 'In Confidence' to:

- Alberta Chicken Producers  
Attn: Vera Ward, Office Manager, 2518 Ellwood Drive SW, Edmonton, AB or  
Email: [vward@chicken.ab.ca](mailto:vward@chicken.ab.ca)
- Deadline: Friday, May 3, 2024