

**EMPLOYMENT OPPORTUNITY: ADMINISTRATIVE AND
TECHNOLOGY COORDINATOR** March 19, 2021

ABOUT THE MARKET SURVEILLANCE ADMINISTRATOR

The Market Surveillance Administrator (MSA) is a public agency that protects and promotes the fair, efficient, and openly competitive operation of Alberta's electricity and retail natural gas markets. The MSA monitors the performance of Alberta's electricity and natural gas markets to ensure that market participants comply with all applicable electricity and natural gas legislation, the Alberta Reliability Standards, and the Independent System Operator's rules (ISO rules).

The MSA's work is carried out by a small group of highly trained economists, analysts, and legal and administrative staff. If you are looking for a challenging and collegial environment where everyone's contribution counts, the MSA welcomes you to our team.

EMPLOYMENT OPPORTUNITY

The MSA seeking to recruit an Administrative and Technology Coordinator for an 18-month term. The successful candidate will be tech savvy and support the MSA by (i) taking on a variety of IT coordination functions and (ii) providing back-up support for a selection of administrative and accounting functions. The successful candidate will report to the Chief Executive Officer and will work closely with the Director, Analytics and Information Technology and the MSA's Accountant.

RESPONSIBILITIES

- Coordinate training between IT vendors and MSA staff (e.g., Office 365, Exchange Online, and website content management system).
- Maintain the MSA's website, including posting documents and issuing public email announcements, and the MSA's internal SharePoint site.
- Perform testing and patching in collaboration with IT vendors as required. Communicate service outages and results with MSA staff.
- Maintain an inventory of core applications and associated versions. Communicate with supervisor on outdated software and lifecycle support.

- Maintaining an inventory of hardware onsite and offsite. Track hardware used by staff members and coordinate with vendors on exchanges. This inventory includes onsite servers, desktops and laptops, and associated equipment.
- Ensure organization and functionality of physical and virtual meeting room hardware and software. This entails learning and testing how physical and virtual conference rooms are set-up, used, and maintained, as well as supporting the meetings themselves.
- Coordination with IT for new account set-up and terminations, as well as updating current MSA staff accounts.
- Back-up for select accounting, finance, and administrative functions, including but not limited to:
 - preparation of invoices, accounts receivable, month-end preparation, payroll and coordination of benefits;
 - management of MSA mail and courier services; and
 - ordering catering, office, and kitchen supplies.
- Assist the CEO and General Counsel with select administrative functions, including but not limited to:
 - coordinating internal/external stakeholder meetings;
 - drafting and formatting documents; and
 - preparing meeting minutes.
- Other administrative duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Relevant university degree or college diploma.
- 3+ years working in a corporate environment.
- Exceptionally strong technical and organizational skills.
- Experience and success working in a collaborative environment.
- Strong written and oral communications skills and exceptional organization skills.

APPLICATION PROCESS

If you are interested in this role and meet the required qualifications, please submit a cover letter and resume on or before Friday, April 2, 2021, quoting the position title in the subject line, to careers@albertamsa.ca. Your cover letter must indicate your particular aptitude for the work outlined above. Applications for this position may be used to fill similar positions should they become available. We thank all applicants for their interest in the MSA; however only those candidates selected for an interview will be contacted. Successful candidates will need to undergo background checks prior to the commencement of employment.

PRIVACY NOTICE

The personal information contained in cover letters and resumes is being collected for the purpose of determining your eligibility and qualifications for a position with the MSA. This information is collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact the MSA's FOIP Coordinator, Suite 600, 440 - Second Avenue SW Calgary, AB T2P 0L6 or by telephone at 403-705-3181.