

Careers at the AESO

As an independent system operator, the AESO leads the safe, reliable and economic planning and operation of Alberta's interconnected power system. The AESO also facilitates Alberta's fair, efficient and openly competitive wholesale electricity market, which in 2012 had about 170 participants and approximately \$6.4 billion in annual energy transactions.

Receptionist – Executive Office (Ref #056)

Position Summary

The primary responsibility of this position is to manage the AESO lobby area and provide support to the Facilities Coordinator.

Accountabilities and Responsibilities

- Switchboard/Reception Duties
- Manage AESO Lobby Area – keep clean and tidy
- Ensure external meeting rooms and 25th floor kitchens are clean and tidy
- Greet guests and ensure completion of sign-in and security procedures
- Coordinate catering requests for staff
- Liaison with suppliers and other service providers
- Liaison with Building Management for maintenance issues
- Oversee all incoming and outgoing mail, fax, couriers and other correspondence
- Order office supplies and restock stationary rooms
- Prepare letters and reports for mail out when requested (if reception desk duties permit)
- Provide administrative assistance as required (if reception desk duties permit)
- Assist with other general tasks as required

Education

- Grade 12 education
- Minimum 2 years' experience

Knowledge, Skills, Abilities and Experience Required

- Outstanding interpersonal communication skills
- Proficiency in Outlook, MS Word, and Excel
- Professional front desk appearance
- Ability to navigate and perform research via the internet
- Experienced in organizing multiple priorities
- Love of a fast paced environment

The Alberta Electric System Operator, and its members, officers, employees and agents (collectively, the "AESO") is committed to protecting personal information provided to it. By submitting your personal information to the AESO for the purpose of pursuing employment with the AESO, you hereby consent to the collection, use and disclosure of your personal information by the AESO, in accordance with the provisions of the *Personal Information Protection Act of Alberta*, as amended from time to time.

- Positive, upbeat attitude
- Flexible schedule
- Punctual and reliable

If you are interested in the above position, please email your resume in confidence, referencing ref#056 to careers@aeso.ca by February 2, 2014 in order to be considered.

The AESO is unable to accept unsolicited agency resumes. Any resumes submitted become the sole property of the Alberta Electric System Operator.

The AESO would like to thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.