



Full-Time Position, Administrative Assistant

ARC Financial Corp. is Canada's largest energy-focused private equity manager. The Administrative Assistant position will primarily support the ARC Energy Research Institute (AERI), an integral part of ARC Financial Corp.

The Administrative Assistant will report directly to Jackie Forrest, Executive Director of the ARC Energy Research Institute, and work closely with other members of AERI and across the ARC Financial organization. This dynamic role will increase the team's productivity and efficiency, support the high-quality delivery of AERI's communications and publications, plan and manage meetings and events, and help with other daily tasks.

Some of your roles and responsibilities may include:

- Website updates and management
- Production and distribution of the weekly newsletter
- Event management (virtual and in-person)
- Social media, including posting about new AERI content on X, LinkedIn, and Instagram
- Calendar management/inbox monitoring
- Client relationship management system data entry, invoice & contracts admin
- Travel coordination/booking

Skills and Education

Not all skills listed are required, but a combination of some of these skills would be an advantage:

- Post-secondary education or relevant work experience
- Knowledge of Microsoft Office applications, especially Word, PowerPoint and Excel
- Proficient English written communication skills
- Knowledge of Zoom and Microsoft Teams
- Knowledge of Social Media platforms
- A strong work ethic and deadline-driven
- Excellent interpersonal and organizational skills and a desire to be a team player
- Event management, virtual and in-person

This full-time position is in the office and includes health benefits. Interested candidates should e-mail (Subject: Attention Jackie Forrest, Administrative Assistant Position) a cover letter and one-page resume to:

Jackie Forrest
ARC Energy Research Institute
Suite 4300, 400 - 3rd Avenue S.W.
Calgary T2P 4H2
jobs@arcfinancial.com

The posting expires at 12 p.m. MST on Friday, November 1, 2024. Only candidates selected for interviews will be contacted. For further information on ARC Energy Research Institute and ARC Financial Corp., please visit our websites at www.arcenergyinstitute.com and www.arcfinancial.com.