

Executive Assistant

Location: Edmonton, Alberta (In-Office)

Reports to: Registrar



Executive Assistant

Alberta College of Optometrists

Join Our Team

Are you a highly organized professional who thrives in a fast-paced environment and enjoys supporting executive leadership? Do you take pride in anticipating needs, managing multiple priorities, and ensuring nothing falls through the cracks?

We are seeking an experienced **Executive Assistant** to provide high-level administrative and governance support to the Registrar, management team, and Board of Directors. This is an excellent opportunity for a proactive professional who enjoys working independently, building strong relationships, and contributing to an organization that serves the public interest.

About Us

The Alberta College of Optometrists (ACO) is the regulatory and licensing body for the profession of optometry in Alberta. We are mandated by the Health Professions Act (HPA) to provide direction and govern our members in a manner that protects and serves the public interest.

About the Role

As the Executive Assistant, you will play a key role in supporting the day-to-day operations of the organization by coordinating executive schedules, managing Board and committee administration, tracking organizational priorities, and ensuring the efficient flow of information. You will also serve as the first point of contact for incoming telephone inquiries, providing professional service to registrants, stakeholders, and the public.

Success in this role requires exceptional organizational skills, attention to detail, sound judgment, discretion, and the ability to balance multiple priorities while maintaining confidentiality and professionalism.

Key Responsibilities

- Provide executive administrative support to the Registrar and management team
- Manage calendars, meetings, travel arrangements, and executive correspondence
- Coordinate organizational projects, monitor timelines, and track action items
- Research, prepare reports, presentations, briefing materials, and meeting documentation
- Serve as the primary contact for incoming telephone inquiries, triaging and directing calls appropriately
- Coordinate Board and committee meetings, including agendas, meeting packages, minutes, and follow-up actions



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- Support governance processes, Board onboarding, and policy administration
- Build positive working relationships with Council members, committees, registrants, and external stakeholders
- Contribute to special projects and organizational initiatives as required

Qualifications

- Post-secondary education in Business Administration, Office Administration, or a related discipline (or an equivalent combination of education and experience)
- A minimum of three (3) years of progressively responsible executive administrative experience
- Experience supporting senior leaders, Boards of Directors, or governance bodies
- Excellent organizational, project management, and time management skills
- Exceptional written and verbal communication skills, including strong minute-taking abilities
- Advanced proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint), Microsoft Teams, and other collaboration tools

Why Join Us?

We offer a collaborative and professional work environment where your contributions directly support good governance and regulatory excellence. You'll have the opportunity to work alongside a dedicated team, contribute to meaningful organizational initiatives, and play an important role in advancing the organization's mandate.

Compensation & Work Environment

- In office work environment
- Ability to attend meetings outside regular business hours, including occasional travel
- Competitive salary commensurate with education and experience
- Comprehensive benefits package (100% employer-paid, with the exception of LTD)

How to Apply

Ready to apply? Please submit your resume and cover letter by email to:

hr@collegeofoptometrists.ab.ca

Please outline how your experience aligns with this opportunity and include your salary expectations. We thank all applicants for their interest; however, only those selected for an interview will be contacted.