



## EMPLOYMENT OPPORTUNITY: ADMINISTRATIVE ASSISTANT

fRI Research is an independent not-for-profit, non-partisan research institute undertaking practical science relating to land and resource management. Research areas include caribou, grizzly bear, and native trout conservation; forest and freshwater ecology; wildfire; and mountain pine beetle. Established in 1992, we are located in Hinton, Alberta, near the Rocky Mountains. Our region offers outstanding mountain biking, climbing, hiking, and skiing opportunities, as well as plenty of arts and cultural activities. For more information about fRI Research please visit our website ([www.friresearch.ca](http://www.friresearch.ca)).

### Job description

Reporting to the Operations Manager, the position provides a variety of administrative support services to the administrative team, Executive Director, Program Leads and fRI Research staff.

Duties include:

- Assist the Accounting Technician in a variety of financial functions in line with policies and procedures
- Assist with the review of expense claims
- Update Excel spreadsheets
- Review contracts, both current and historical, for completeness
- Assist with the management of fleet cards
- Provide support to create contracts
- Assist with payroll when required
- Photocopy and scan documents
- Sort and distribute incoming and outgoing mail
- Assist with maintaining filing systems, which may include financial, payroll, personnel, project, facility, and equipment files
- Assist with tracking maintenance of field equipment, safety equipment, passenger vehicles, trailers, and off-highway vehicles
- Assist with preparation of training documents
- Assist with acquisition of goods and services including securing quotes
- Assist with planning meetings and maintain a calendar noting various deadlines
- Attend meetings as requested
- Other duties as assigned

### Essential job qualifications and experience

- A minimum of a high school diploma with at least 2 years of related administrative experience
- Excellent attention to detail



- Must be able to work both independently and as part of a team
- Highly proficient with PDFs and Microsoft Office including Excel, Word, and Outlook
- High level of integrity, ethics, and maintaining confidentiality
- Excellent time management skills
- Excellent written and verbal communication skills
- Excellent organizational skills
- Strong sense of responsibility, professionalism and self motivation
- Canadian citizen, permanent resident or currently in possession of a valid work permit
- Have a valid Class 5 Alberta driver's licence or other provincial/territorial equivalency, with a minimum of 3-years driving experience and can provide a current driver's abstract that meets the requirements of our insurance provider
- Able to lift boxes up to 30 pounds (14 kilograms)
- Bookkeeping and data entry experience is an asset
- A certificate or diploma in office or financial administration, or similar education, is an asset

## Employment details

**Salary:** \$41,000 to \$50,000 dependent on education and experience

**Hours of work:** 37.5 hrs/week

**Start date:** July 28, 2025 or earlier, dependent on the candidate's availability

**Location:** fRI Research office in Hinton, Alberta

### Benefits:

- Extended Medical, Dental, Vision, Life, Short & Long-Term Disability coverage
- Parental leave top up
- 3 weeks paid vacation per year to start
- Paid leaves including personal days, sick days, bereavement leave, and a volunteer day
- RRSP/TFSA program
- Support for professional development

## To apply

Please email your resume with a cover letter as a single file to Risa Croken (rcroken@friresearch.ca) with the subject line: "Application – Administrative Assistant". Name the file lastname\_firstname\_application.

fRI Research is committed to a diverse, equitable and inclusive workplace. We encourage applications from persons who may have been marginalized in the past including Indigenous Peoples, visible minorities, women, persons with disabilities, sexual and gender minorities and newcomers to Canada.

While we appreciate the interest of all candidates for this position, only candidates that are invited to interview will be contacted.

**Application Closing Date: June 15<sup>th</sup>, 2025**

