
ADMINISTRATIVE ASSISTANT

Do you want to contribute to improvements in Alberta's healthcare system?

Health Quality Alberta is a provincial agency that brings together patients, families, and our partners from across healthcare and academia to inspire improvement in patient safety, person-centred care, and health service quality. We assess and study the healthcare system, identify effective practices, and engage with Albertans to learn about their experiences. Our responsibilities are outlined in the *Health Quality Council of Alberta Act*. We encourage you to visit our [website](#) to learn more about us, our survey and measurement work, and the variety of products we produce.

Job Summary

The Administrative Assistant provides administrative support to applicable teams including project support (e.g., documents, reports and presentations), records management, meeting management, technology support, and office administration. This position also works closely in collaboration with other Administrative Assistants to ensure Health Quality Alberta's office runs efficiently and effectively.

Key responsibilities

- Office support: monitor and coordinate office supply replenishment; coordinate and serves as an on-site point-of-contact for scheduled contractors, suppliers, and building maintenance and management; on-site meeting preparation
- Supports senior leadership team, CEO, and committees with meeting administration including scheduling, attendance management, agenda management, and minute-taking
- Support executive decision-making by tracking issues, approvals, and follow-up actions
- Support internal and external inquiries, prioritizing issues and forwarding or redirecting to appropriate parties promptly
- Support leadership and staff with expense, honoraria, and remuneration reconciliation and financial transactions in accordance with organizational financial controls
- Meeting coordination functions including the arrangement of venues, catering, equipment (e.g., audio visual), tele and videoconference booking, car rentals, and travel arrangements; coordination of communication functions including agendas, minute taking, and other required written and relevant documentation relevant to meeting attendees
- Complex calendar management involving coordination with internal and external partners and collaborators to coordinate meetings, virtual meetings, webinars, etc.
- Develops subject matter expertise to operate and support the use of virtual meeting platforms; manage technical issues arising with virtual meetings, Microsoft Teams, and Zoom.
- Manage shared email inboxes and triage complete and accurate messages to appropriate parties promptly
- Maintain electronic and hardcopy data including collection, filing, storage, recording, maintenance and destruction of documentation

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- Develops, collects, maintains and distributes information ensuring information integrity and accuracy
 - Formats reports and presentations with a high level of detail using the Microsoft Office and Adobe suite of tools and following applicable Health Quality Alberta standards and branding to support timely, accurate communication to internal and external partners and collaborators
 - Support building and office maintenance coordination with property manager
 - Performs tasks consistent with the position including special projects as may be required on an ad hoc basis

Qualifications

- Minimum of post-secondary education in office administration, business administration, or a related field
- Minimum of 3 years of office administration experience in a broad range of administrative functions
- Demonstrated advanced expertise in using and supporting the use of Microsoft 365 including advanced experience in Word, Excel, PowerPoint, Outlook and Adobe Acrobat
- Proficient in using and supporting the use of audiovisual, virtual meeting, computing, and printing/scanning technology
- Experience with databases and web-based programs
- Experience with building and maintaining relationships with service providers and vendors
- Strong written and verbal communication skills
- High degree of professional judgement and discretion

Working conditions

- Willing to travel throughout Alberta occasionally
- Location: Calgary, Alberta
- Hybrid work environment: 3 days in the office (mandatory)

Compensation

- We offer a competitive salary.

Want to apply?

Send your cover letter and resume to: HumanResources@hqa.ca by **May 15th, 2026**, and include the following job posting ID in the subject line: **#IO-2026-AA1**.

Health Quality Alberta is dedicated to developing a supportive and inclusive workplace. We are committed to building an environment that represents a variety of backgrounds, cultures, perspectives, and skills, which reflect the people we serve.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate is legally required to work in Canada and will be required to provide professional references and undergo a satisfactory criminal record check prior to the commencement of employment.