

LEGISLATIVE ASSEMBLY OFFICE

The Legislative Assembly Office supports the Speaker and Members of the Legislative Assembly – providing nonpartisan procedural, administrative and educational services.

We offer challenging work, a rich history, a beautiful location, support for career-long learning and excellent vacation and health benefits.

Leases and Contracts Coordinator

Facilities and Logistics - Apply by March 7, 2023

Participate in meaningful work

As a Leases and Contracts Coordinator within the Facilities and Logistics team your professionalism, client and team orientation and meticulous attention to detail will be essential in advising and consulting with Members and staff on constituency office leases and contracts. This position will require you to complete administrative action items, develop contracts, review and monitor leases and support Members in establishing and operating their constituency offices. You will provide guidance in the negotiation and preparation of leases by drafting and amending leases and liaising with the Office of Parliamentary Counsel to effectively deliver on contracts and leases while protecting the LAO and its clients in all agreements. This role offers diverse opportunities to enhance services while ensuring compliance with established LAO policies and practices.

Contribute to an engaged workplace

You are an excellent communicator with the ability to clearly understand and effectively explain complicated leases and contracts to your client base. You have excellent organizational, analytical and time-management skills, with the ability to use good judgment and tact in all interactions. You are able to investigate, identify and solve problems quickly and effectively, with strong interpersonal skills for relationship-building and collaboration with teammates and clients alike.

Bring your excellence to the LAO

Your background includes a minimum of 5 years' progressive experience working in areas such as commercial lease administration, property management or contract procurement, with the completion of related postsecondary education. Preference will be given to those with legal assistant or paralegal postsecondary education or equivalent. The ability to communicate clearly both verbally and in writing as well as exceptional organizational skills and the ability to work well under pressure are essential. Advanced computer skills and knowledge of lease and contract administration through previous experience are required.

[Why Choose the LAO](#)

We are offering an 18-month term (with the possibility of extension) in a salaried, full-time position in a skilled, diverse and united workforce where employees feel engaged, supported, safe, respected and valued. The monthly salary range for this position is \$5,144.68 to \$6,752.29, dependent on qualifications. We support your career development throughout your time with us at the LAO.

Our comprehensive benefits package includes health and dental options you can choose based on your needs and alter annually at Choice Point time and an annual Health Spending Account to supplement your coverage.

We value employee wellness and work-life balance. The LAO starts all salaried employees at 15 days of vacation per year and provides a variety of leaves for life events. All employees can access the free and confidential Employee and Family Assistance Program. We organize wellness initiatives and engage with employees on physical, mental, financial and organizational health matters.

Please submit your resumé by March 7, 2023, to:

Legislative Assembly Office – Human Resource Services
4106, 9820 – 107 Street NW, Edmonton, Alberta T5K 1E7
Phone: 780.427.1364 Fax: 780.427.6436
E-mail: hr@assembly.ab.ca
For additional information visit assembly.ab.ca

