

At BC Safety Authority (BCSA) we are more than an organization that oversees safety. We are collaborative and innovative. We contribute to our clients' success by implementing technology that enhances knowledge and capability. We believe in working with simplicity, authenticity and accountability. People step through our doors to connect, learn and get inspired.

We are looking to hire an Executive Assistant for our VP HR & VP Data Analytics.

This position provides administrative and project support to the VPs and to department employees. It is responsible for planning, organizing and executing a wide variety of administrative, financial and project management duties. Ensures smooth and efficient management of the VP's office and other department functions.

**Reports to:** Vice President, Data Analytics and Decision Science & Vice President, Human Resources, Learning and Engagement

**Status:** Regular, Full Time, Excluded

**Principal Accountabilities:**

1. Proactively manages the administrative functions of the VP's offices, including preparing a variety of confidential correspondence, memos, briefing materials, reports, and presentation slides to support effective and timely communication from the VPs or members of the department. Maximizes the VPs' time by filtering, replying, or redirecting communication requests.
2. Provide coordination, logistical and administrative support for meetings and schedules in order to ensure the timeliness and efficiency of operations and decisions. The Executive Assistant will effectively manage the electronic calendar for VPs, and schedule, attend, and take minutes at strategic meetings, coordinate support materials/meeting packages, and make travel arrangements as required. The position will manage key contact information, timely distribution of materials, track and follow up on outstanding matters, and ensures logistics are planned and followed through.
3. Assist in developing the department's annual budget and processes invoices for payment according to applicable policies and procedures to ensure that departmental expenses are managed and controlled appropriately. This includes verification that goods or services have been received and appropriate spending authority has been exercised. It involves reconciliation of monthly credit card statements with supporting documentation, verification of calculations GST exemptions, and liaison with suppliers and employees regarding payments, procedures and documents.
4. Establish and maintain departmental business processes and filing system to ensure that departmental records are appropriately available and accessible for future use. This includes monitoring of employee performance plans, preparation of off-site archives and logs in accordance with recognized records management standards and practices.
5. Coordinate office supplies and infrastructure for the department by responding to requests for equipment, furniture, computers, telephones, office supplies,

books/publications. This also includes arranging subscriptions and membership renewals for department employees, as required.

6. Facilitate departmental workflow through managing bring forward systems, tracking and scheduling systems, assignment logs, mail review and distribution, and receipt and delivery of courier packages.

Coordinates and supports VPs in reporting and metrics i.e. board, executive dashboard and quarterly metrics etc.

### **Knowledge, Skills & Experience**

1. Experience supporting at an executive level and managing confidential, sensitive issues with tact, diplomacy and good judgement.
2. Must be highly-motivated self-starter with an ability to take ownership and accountability.
3. Ability to work independently under limited supervision in a multi-tasking, pressured environment.
4. Prioritizes tasks in a fast paced, changing environment through frequent interruptions and changing deadlines.
5. Ability to organize and management concurrent projects in an efficient and professional manner.
6. Excellent organizational skills with a high attention to detail.
7. Excellent critical thinking and analytical skills required to identify and improve business process to create efficiencies.
8. Excellent interpersonal skills.
9. Expert knowledge of the Microsoft Office Suite, primarily Word, Excel and PowerPoint.
10. Excellent knowledge and experience with graphics and document/ presentation design.
11. Excellent judgement skills to enhance the efficiency and effectiveness of the VPs' offices

Requires a degree in public administration or commerce and 5-7 years of experience in progressively more responsible administrative positions, or an equivalent combination of education, training and experience.

If you are looking for a dynamic organization, an innovative culture and the opportunity to make an impact, BC Safety Authority is the right place for you. We offer competitive salary, benefits, pension, generous leave allowance and subsidies for training and education. Watch our video to find out more: <https://www.safetyauthority.ca/careers>

Application Deadline: August 4, 2017

For a full job description and to apply, visit: <http://www.safetyauthority.ca/careers>