



## Why Work for us

At BCLC, we are committed to our people. With consistently high engagement rates, we are proud of the culture we've built and are committed to continue being a great place to work. For ten years, we have been one of **BC's Top 50 Employers**, and here are a few reasons why:

- Flexible work hours
- Robust Wellness Programs
- Competitive compensation
- Company paid Flexible Health and Dental plan for you and your family
- Defined Benefit Pension Program
- Free Onsite Yoga, Meditation, Circuit Training, Running club and more

The City of Kamloops offers a relaxed lifestyle with an abundance of recreational opportunities and a close-knit community of welcoming people. It has been home to the BCLC head office since 1985 and features:

- A subsidized cafeteria
- Free gym
- Free parking and easy access to transit
- Close proximity to parks, trails and other recreation amenities
- Walking distance to shopping and restaurants

## Job Summary

Are you a confident but egoless EA who despite being busy, always meets their deadlines? Are you passionate about helping others find solutions to challenges while keeping the bigger picture in mind? If any of these describes you, we'd like to get to know you...

The objective of the Executive Assistant role is to ensure organizational efficiency by providing coordination, customer service, relationship management and administrative support at the executive level. The role draws upon practical and specialist knowledge of business support processes and procedures in order to respond to internal and external customers and provide timely delivery of task-oriented, transactional, reporting and processing services with confidentiality, discretion and politically sensitive judgment. The role will also provide support on business planning, and detailed budget analysis, planning, tracking and reporting.

## Key Accountabilities

- Supports the divisional Vice President by ensuring adherence to corporate and government policies and procedures.
- Proactively provides the divisional Vice President with the appropriate meeting materials to ensure the Vice President is fully versed and prepared to attend each meeting.
- Develops and maintains sensitive, diplomatic and strong working relationships with internal and external customers
- Provides support to the divisional leadership team by attending the appropriate meetings, creating meeting agendas, handling the preparation of minutes and establishment of

deadlines for action and ensures work is completed according to deadlines to ensure strategic objectives are being met.

- Makes recommendation for new approaches to continuously improve processes and procedures with broad cross-functional impacts in mind.

#### **Minimum Required Qualifications:**

##### **Education and Experience**

- Post-secondary business education;
- 5-7 years progressively responsible related experience, which includes at least five years' experience in a senior executive support role with business project management experience, budgeting and business planning exposure;
- Experience with travel and event/meeting planning;
- Records management experience and understanding of process;

##### **Technical Requirements**

- Excellent administrative skills with strong working knowledge of word processing, report generation and presentation creation;
- Demonstrated client/customer service;
- Demonstrated team work, coaching and mentoring abilities;
- Time management and multi-tasking skills;
- Intermediate office computer systems skills;

**Please Note:** This opportunity will remain open until a qualified candidate pool has been established.

**Please Note:** Candidates must be legally entitled to work in Canada.

If you are interested, please apply online to Posting #5381 Executive Assistant, HR (Kamloops, BC).

<http://corporate.bcl.com/careers.html>