

Position:	Executive Administrative Assistant
Reason for posting:	This position is posted to fill a vacancy
Location:	Vancouver
Region:	Head Office
Term / Status	Regular/Full time
Eligibility:	Open to internal and external applicants
Classification/Salary:	Clerk 14 / \$45,430 to 51,490 annually

Community Living British Columbia [CLBC] is a crown corporation responsible for arranging supports and services to individuals with developmental disabilities and their families. CLBC staff strives to adhere to the corporate vision of 'Lives filled with possibilities in welcoming communities.' More than just a job, CLBC is about compassion, commitment, contribution, collaboration and community.

The Administrative team ensures smooth operation of the Head Office by supporting in the fulfillment of all administrative tasks related to office operations.

The Role:

Reporting to the Supervisor of Administrative Services, the Executive Administrative Assistant provides a full range of administrative and secretarial support to three or more Executive staff and their respective team members. This position also works as part of the Administrative team and may receive various assignments from the Supervisor of Administrative Services.

A successful Executive Administrative Assistant is able to establish and maintain effective contacts with senior and executive officials, both within and outside government; manage the Executive's calendar, prioritize meetings, schedules, assignments and travel arrangements; respond quickly to emerging issues and changing priorities using sound judgment in assessing the urgency and importance of various issues requiring the attention of the Executive team; exercise receiving authority for office administration budgets, personnel expenditures and recommend travel options to employees as per policy; check and update Time and Leave entries for all Head Office staff, every pay period; as well as prepare and type correspondence, letters, briefing notes, take minutes, maintain confidential filing and tracking systems, screen mail, visitors and telephone calls for the Executive team.

To succeed in this role the incumbent must be adaptable, organized and flexible, as well as service and results oriented; have excellent computer skills; excel at building effective working relationships; and be co-operative and an excellent team player.

Qualifications:

- Grade twelve diploma or equivalent education, and the completion of a business college or secretarial course. A relevant combination of education and experience may be considered.
- 3-5 years' experience working in an executive office environment supporting senior executive on a daily basis;
- Comprehensive knowledge and ability to produce accurate reports and presentations using software such as MS Excel, Word, PowerPoint, VISIO, SharePoint and Adobe Acrobat;
- Ability to type a minimum of 50 wpm;

Successful applicants are subject to a Criminal Record Check (Criminal Records Review Act).

For a complete list of qualifications and duties, please view the complete job description.

How to apply:

Interested applicants are encouraged to email a resume and cover letter quoting competition **2017.136** in the subject line, to Jaimie Willows at CLBC.HumanResources@gov.bc.ca

Note: An eligibility list may be established.

Closing Date: **August 16, 2017**

Contact: Jaimie Willows

Email: CLBC.HumanResources@gov.bc.ca