

Position Overview

Reporting to the CEO, the Executive Assistant provides exceptional senior administrative support while handling multiple and simultaneous imposed deadlines. Effective communication and the ability to handle a high volume of work is essential to this position.

A professional and confident communicator, our Executive Assistant engages internal and external stakeholders at all levels, assesses demands and priorities, and develops and presents accurate and well-informed recommendations with confidence and clarity. Significant attention to detail, initiative and accuracy is essential for success.

Accountabilities

- Provide direct high-level administrative support to the CEO including coordinating calendars, meetings, teleconferences, and other appointments as requested;
- Operate with discretion when handling sensitive and/or confidential information, prioritizing workflow, and level of importance;
- Work closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately;
- Ensure that the CEO is fully prepared for all engagements by providing vital background information as needed;
- Coordinate meetings, including development and dissemination of agenda, materials, calendar invites and logistical arrangements;
- Accountable for taking meeting minutes when requested;
- Compile information for reports from a variety of internal and external sources; undertake research to locate information, summarize material and recommend follow-up action;
- Liaise with senior leaders, board members and all levels of staff to collect data and produce a variety of documents for the CEO;
- Compose, designs, format, edit and distribute correspondences, reports, spreadsheets, and presentations as requested;
- Preview all documents, reports and correspondences prepared for executive signature for format, content, grammar, spelling and editing as necessary;
- Collaborate with all business lines to ensure provision of consistent documents and processes;
- Produce copied and printed materials as required or requested;
- Coordinate file management ensuring an efficient digital and hard copy filing system;
- Communicate with external offices and agencies on behalf of the CEO as requested;
- Anticipate role related administrative issues and assess risks, identifying proactive solutions which will eliminate or mitigate such risks;
- Handle complex and significant matters that cut across operational areas and business lines;
- Handle sensitive, confidential, and executive administration, prioritizing workflow, and level of importance;
- Liaise between departments to successfully complete tasks and projects requested by the CEO;
- Respond and/or escalate emerging issues accordingly;

- Plan and coordinate travel arrangements including the booking of air and hotel reservations, preparation, and distribution of detailed itineraries. Organize any required meetings, dinners, or visits;
- Prepare and submit expense reimbursements for the CEO in a timely manner;
- Coordinate social needs with human resources including births, condolences, retirement, and social gatherings;
- Assist the Executive Board Coordinator in preparation, photocopying and email distribution of meeting notices and agenda materials as needed;
- Assist with Board and committee meetings in the absence of the Executive Board Coordinator.

The Executive Assistant performs other related duties as requested.

Qualifications

- Post-secondary education in Business Administration or a related discipline;
- Minimum of five (5) years of executive level administrative experience in a national professional services firm (e.g. accounting, law/legal, consulting, etc.);
- Experience working in an Indigenous environment and working with a Board of Directors would be an asset;
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook);
- Experience acting in a delegate role within Microsoft Outlook;
- Exceptional interpersonal skills, including outstanding oral and written communication capabilities;
- Ability to handle high degree of confidential and sensitive information with tact and discretion;
- Adaptable and flexible to various competing demands with proficiency at managing high work volumes in a fast-paced;
- Exceptional organizational skills with a sense of urgency and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail;
- Experience working with Federal Government organizations an asset;
- Must have an understanding, awareness and appreciation of Indigenous culture and history;
- Should have experience working with Indigenous Governments, organizations, and communities;
- Willingness to participate in ongoing education and training for the role including Indigenous Cultural studies;
- Must be fluent in English (spoken and written), French language is considered an asset.

Equivalent or relevant education and/or experience may be considered.

Working Conditions

- This position is based in West Vancouver, British Columbia;
- Occasional national travel may be required;
- Evening and weekend work may be required occasionally.