

Executive Assistant

About Us

Established in 2014 the Centre's focus is to convene and establish provincial networks and community partnerships by drawing together patients, families, care givers, clinicians, health administrators, researchers and community organizations. The Centre is committed to enabling excellence in care for all British Columbians living with serious illness. As a provincial organization, we collaborate with members of the public, policy makers, regional health authorities, professional bodies and community organizations from across BC.

We are a small, dynamic and passionate team working on a variety of projects. Collectively we provide a collaborative and supportive work environment. Our offices are conveniently located on Sixth Street in New Westminster. Learn more about us at <http://www.bc-cpc.ca/cpc>.

Executive Assistant Responsibilities

We are seeking an experienced, self-motivated, and personable Executive Assistant for a full-time position providing co-ordination, administration and office management support for the Executive Director and team. This position works collaboratively with internal and external stakeholders to ensure high quality administrative and office support.

Responsibilities include:

- Maintaining the Executive Director's calendar for appointments, conference calls and meetings; anticipate needs and using judgment to manage changes and rearrange meetings
- Coordinating and scheduling meetings for the Executive Director and the project team, assembling the agenda and meeting materials, recording and distributing minutes
- Facilitating arrangements for meetings, events and workshops including catering
- Formatting various forms of draft correspondence, letters, reports and presentations prepared by the Executive Director and other team members
- Anticipating information needs and compile information packages for meetings
- Arranging and booking flights and accommodation
- Maintaining office supplies, liaising with sub-landlord and property management
- Preparing expense report and credit card reconciliation for the Executive Director and Directors
- Assigning cost codes to expense claims and invoices from contractors/consultants/vendors for payment processing
- Maintain the inventory of contract commitments for main/repeat vendors/contractors
- Maintain up-to-date records of contracts, policies, plans, HR, budget documents, meeting minutes/agenda in Sharepoint.

Skills and Qualifications

You have 5+ years' progressive administrative experience with top-level organization and prioritizing skills and a positive 'can-do' attitude; exceptional attention to detail; strong experience with MS Office Suite, including Outlook and 365 SharePoint. Strong oral, written and interpersonal communications skills are essential as is proven ability to develop strong and effective working relationships with stakeholders.

You enjoy working independently with minimal supervision while handling multiple tasks, and prioritizing work and coordinating projects. Flexible – absolutely! You go with the flow, and adapt to changes in organizational priorities. Skills at developing and maintaining administrative systems and procedures have been honed through previous experiences. Assets are working experience in healthcare, and graphic design skills.

Applying

We provide competitive compensation and vacation. Please submit your cover letter and resume to executiveassistant.bccpc@telus.net by August 26, 2017. Selected candidates will be contacted early the following week. We appreciate your interest in our Centre.