

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT – EXECUTIVE COMMITTEE

CLASSIFICATION LEVEL: ADMINISTRATIVE 2

SALARY RANGE: 49,000 – 57,000

LOCATION: Provincial Office – Station Tower (380 – 13401 108 Ave, Surrey)

PURPOSE

Reporting to the Manager of Executive Operations, the Administrative Assistant – Executive Committee (AEC) serves as the primary coordinator and liaison for external relations for the Executive Committee members. The AEC manages calendars, meetings, and emails to ensure maximum efficiency and time value, while assisting with administrative, finance, and operational functions. The AEC applies a high level of professional maturity and good judgment to coordinate executive support, ensuring the delivery of efficient and effective confidential service to support the realization of the vision, mandate, and goals of MNBC.

KEY DUTIES & RESPONSIBILITIES

- Manages the calendar and meetings/gatherings of the Executive Committee members to ensure high value time utilization in relationship to external and internal requirements for the Committee members.
- Reviews the Executive Committee members email communications as needed and assists in providing timely responses.
- Collaborates with the Executive Committee to foster a success-oriented, positive, high integrity organizational culture.
- Acts as the Executive Committee members liaison to the Board of Directors, attends Board meetings, supports the development of agendas, works with the cabinet coordinators to prepare materials for Board meetings, and assists in ongoing communications and activities with the Board of Directors.
- Briefs/updates the Executive Committee on upcoming meetings and ongoing obligations.
- Ensures the timely preparation and presentation of materials for key external and internal meetings as required.
- Provides accurate document management support by composing and/or editing a variety of documents. This includes many highly confidential correspondences, memoranda, contracts, and proposals.
- Organizes the Executive Committee members travel arrangements, organizes their meetings during travel and prepares expense reports for reimbursement once the travel is completed.
- Assists and supports the Manager of Executive Operations as needed.

QUALIFICATIONS

- Minimum of a certificate in Office Administration from a recognized post-secondary institution or a related field.
- Minimum of two (2) years related experience in an office setting, preferably supporting an executive level committee.

- Demonstrated ability to effectively communicate both verbally and in writing, demonstrating politeness and professionalism at all times, ensuring a positive and respectful interaction with all parties.
- Must possess excellent interpersonal skills; must be friendly, personable, and adept at building harmonious working relationships with a diverse group of stakeholders, including board members, Métis Chartered Communities, co-workers, and the public.
- Must be capable of exercising diplomacy, tact, and good judgement in recognizing the scope of authority and maintaining confidentiality.
- Able to perform secretarial and administrative duties with deliberate speed and accuracy and without immediate and constant supervision.
- Strong verbal and written communication skills; ability to effectively present and execute innovative ideas. Ability to write reports and business correspondence. Outstanding grammar and proofreading skills.
- Ability to take initiative, act independently and direct one's own work.
- Candidate must be very organized and able to prioritize tasks.
- Proficiency in Microsoft Office is required.
- Strong technical problem-solving skills.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of normal business hours.

I have read and acknowledge my understanding of the requirements and duties of the position:	
Employee's Signature	Date
Supervisor's Signature	Date