



## EXECUTIVE ASSISTANT STRATEGIC BUSINESS OPERATIONS & PERFORMANCE

Job ID: 3355

REGULAR/FULL-TIME

Location: BURNABY, BC

To be considered for this role, applications **MUST** be submitted online, by clicking on 'Apply' below.

- **Join one of BC's Top Employers!**
- **Be part of an exceptional company culture with great employee benefits and a healthy work/life balance!**

**BC Housing thanks all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.**

### THE ORGANIZATION

BC Housing is a provincial Crown Corporation that develops, manages and administers a wide range of subsidized housing options for those most in need across the province to address critical gaps across the housing continuum ranging from emergency shelter through to rent assistance in the private market and affordable home ownership. *Share in the rewards of working with an organization that offers challenging work and competitive compensation and supports the growth and development of its people.*

**Our mission** is making a difference in people's lives and communities through safe, affordable and quality housing.

BC Housing is committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. We encourage and welcome applications from women, visible minorities, Indigenous Peoples, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference.

BC Housing offers competitive salaries and an excellent benefits package. But a job is more than a pay cheque. We also offer our staff the opportunity to work together to make a difference. When employees go home at the end of the day, they experience the satisfaction of knowing they've helped provide safe, affordable housing for British Columbians. And while they're here, employees can take advantage of many opportunities:

- In-house training, and training at other institutions, for courses related to employees' current positions or to prepare them for advancement within BC Housing.
- Wellness programs including physical fitness, programs to help employees quit smoking, free flu shots, mental health resources, and lunch-and-learn lectures and seminars.
- Recognition programs including long-term service awards, idea recognition and outstanding performance awards.
- Livegreen incentives include an employee transit pass program, and other initiatives that encourage alternative, sustainable transportation (even a bike purchase program!).
- An active Social Club that organizes special events like seasonal parties and arranges group discounts to other events.
- Participation in community and charitable events.

\*\* Please note: Eligibility for benefits offered is based on employment status \*\*

## **EXECUTIVE ASSISTANT STRATEGIC BUSINESS OPERATIONS & PERFORMANCE**

### **POSITION SUMMARY**

Reporting to the AVP Strategic Business and Operations, the Executive Assistant facilitates the flow of information between the AVP, CEO's Office, Executive Committee, external stakeholders and other BC Housing team members. He/She/They undertake confidential and sensitive assignments, as well as special projects as directed by the AVP.

The Executive Assistant is responsible for resolving issues, bringing forward matters that require immediate action to the AVP and responding promptly to the CEO's Office, senior management requests and enquiries from Stakeholders. He/She/They are responsible for managing team, consultant and travel budgets, expense management for the AVP, planning and coordinating meetings, and maintaining relationships with a broad variety of stakeholders in fulfilling Branch objectives.

### **CANDIDATE PROFILE**

**The successful candidate will have the following:**

#### **EDUCATION & EXPERIENCE:**

- College diploma in Business Administration or related discipline.
- Considerable experience managing the office of a senior executive in a large-multi-faced organization - preferably in the public sector.
- Or an equivalent combination of education, training and experience acceptable to the Employer.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Sound knowledge of the principles and practices of managing an office for a senior executive.
- Sound knowledge of public sector work and the role of community service organizations with passion for BC Housing's mandate, the communities we serve, and making a positive impact through collaborative and inclusive partnerships.
- Sound knowledge of administrative and basic accounting processes and procedures.
- Ability to exercise judgement, diplomacy and tact in dealing with the varied day to day issues.
- Ability to work independently or as part of a team.
- Ability to liaise effectively with senior managers and facilitate the completion of various activities on behalf of the AVP.
- Ability to assess issues, conduct research and prepare reports and correspondence utilizing various Information Technology platforms.

- Ability to work well in a dynamic work setting, managing multiple issues and projects, coordinate work with others, keep senior management apprised of major issues, with the ability to manage changing priorities.
- Ability to foster strong working relationships with internal staff and various external officials and stakeholders to ensure cooperation and good information flow between offices.
- Ability to be proactive, anticipate issues and present options to resolve them.
- Ability to apply lived experience that motivates and informs the work of BC Housing which includes serving people who are low-income, Indigenous, racialized, disabled, LGBTQ+, or other marginalized communities.
- Ability to maintain a sense of humour and calm demeanour in high pressure work environments.
- Excellent verbal and written communication, interpersonal, organizational, analytical, problem solving, time management and expediting skills.
- Excellent computer skills, including a high level of technical proficiency with Microsoft Office products including Word, Excel, Powerpoint.

### **How to Apply:**

Please review the attached job description for a complete list of duties, qualifications and competencies. To be considered for this competition, applicants must submit a cover letter and resume clearly identifying how they meet the qualifications necessary for this position. This information will be used as part of the selection process.

Your cover letter and resume should be submitted as one document in your profile when applying for this position. Please add your cover letter to your resume and submit both documents as your resume.

### **Please review the Job Description prior to applying**

(When there is a pop up asking if you wish to view only secure items, press no)

As part of the application process, you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. Please allot up to 5 minutes to fill it out after submitting your resume and cover letter as one single document.

**Only applications submitted using the Online Recruitment System at [www.bchousing.org/careers](http://www.bchousing.org/careers) will be accepted**

If you are passionate about what you do and want to use your expertise to engage in a meaningful and challenging work, please apply to **join our team today at [www.bchousing.org/careers](http://www.bchousing.org/careers)**

*BC Housing is committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. We encourage and welcome applications from women, visible minorities, Indigenous Peoples, individuals with disabilities, person of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference. We seek to do business in an equitable and inclusive manner - that starts with having diverse teams of people from all walks of lived experience. Please connect with us at [careers@bchousing.org](mailto:careers@bchousing.org) if you require an accommodation in the recruitment process, or need this job posting in an alternative format. We'd love to hear from you.*

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**Apply Now: [www.bchousing.org/careers](http://www.bchousing.org/careers)**

**Have questions/issues about the application process? Please see our [FAQ's](#) for some useful information.**

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