

1. Position No. 80531	2. Descriptive Working Title Executive Assistant	3. Present Classification Excluded Support	
4. Branch Executive Office	5. Department Strategic Business Operations and Performance	6. Work Location Telework Eligible	Date February 2020; Revised Oct 2021
7. Position No. of Supervisor 81522	8. Descriptive Work Title of Supervisor Vice President (VP), Strategic Business Operations & Performance		9. Classification of Supervisor Excluded Management

POSITION SUMMARY

Reporting to the VP Strategic Business Operations & Performance, the Executive Assistant facilitates the flow of information between the VP, 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 VP. The Executive Assistant is responsible for resolving issues, bringing forward matters that require immediate action to the VP 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 VP, planning and coordinating meetings, and maintaining relationships with a broad variety of stakeholders in fulfilling Branch objectives.

MAJOR RESPONSIBILITIES

1. Provides confidential administrative and operational support to the VP including scheduling of meetings, client and external stakeholder communications, travel arrangements and expense management, coordination of presentations and briefing materials. Reviews and drafts confidential correspondence for the VP.
2. Manages the VP's calendar, prioritizes meetings, schedules, and assignments. Carries out confidential and sensitive assignments on behalf of the VP and updates the VP on items of concern. Attends and participates in meetings with the VP as required and ensures that administrative services which are agreed on, are implemented.
3. Provides administrative support to the Strategic Business Operations and Performance Department. This includes scheduling of meetings, setting agendas, ensuring attendance, coordinating materials, minute-taking and the filing of corporate documents, as required.
4. Monitors expenditures and follows up on discrepancies; bringing forward any issues or concerns to the attention of the VP. Codes invoices and processes payments through accounts payable system, monitors expenditures and tracks budgets.
5. Researches and compiles background information and documents for Minister's letters, project reports, and briefing/communication purposes. Plans, coordinates and contributes to the strategic initiatives being led by the Office of the VP including developing skills, analysis, and knowledge about BC Housing's mandate and ensures that administrative services which are agreed to are implemented and completed.
6. Liaises with elected and municipal officials, non-profit societies, and other team members across other branches within the commission to foster productive working relationships.
7. Work effectively with and hold space for team members, partners, and communities through an advanced understanding of equity, diversity, and inclusion.

8. Provides logistical and administrative support in planning and coordinating conferences and special events. This includes participation in agenda planning, venue booking and logistics, staff invitations and liaison with keynote speakers.
9. Liaises with Executive Assistant to the CEO on Executive/PRHC Submissions and other issues that may affect the CEO's Office.
10. Ensures the VP is aware of key/critical issues requiring immediate attention.
11. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Executive Assistant reports to the VP, Strategic Business Operations & Performance

There are no positions reporting to the Executive Assistant.

QUALIFICATIONS

Education, Experience and Occupational Certification

College diploma in Business Administration or related discipline.

Considerable experience managing the office of a senior executive in a large-multi-faced organization.

Or an equivalent combination of education, training and experience acceptable to the Employer.

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

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 VP.

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.