

JOB DESCRIPTION – EXECUTIVE ASSISTANT

REPORTS TO: Executive Director DEPARTMENT: Administration

REQUIREMENTS: Completion of a 1-year Certificate in Office Administration, or equivalent; Minimum of 2 years' experience in an executive assistance and administration role; working in a union environment preferred.

DUTIES INCLUDE, BUT NOT LIMITED TO:

Board of Directors Support:

1. Schedule board meetings and notify all members and attend board meetings for minute taking process.
2. Develop board meeting agenda in collaboration with the Board Chair and the Executive Director (or designate) by collecting, researching, and preparing confidential information for agenda inclusion.
3. Distribute agendas and meeting minutes in advance, in preparation for board meetings.
4. Assist board members with documentation preparation, such as composing and/or drafting confidential letters, legal documents (templates) for society lawyer, other documents as required.
5. Assist board members to troubleshoot technology issues or concerns for logging into the society meetings, email, etc.
6. Schedule any other meetings for board members to attend with external partners or agencies.
7. Schedule and arrange for board member travel while conducting society business.
8. Collect and ensure reimbursement for any invoices, receipts, etc. for business expenses that the board members pay out of pocket for.

Senior Management Support:

1. Assist with all administrative tasks, including preparation of letters, legal documents, faxing, photocopying, filing, maintain confidential HR, operations, and E.D. files etc.
2. In collaboration with the Manager, People and Culture, prepare confidential disciplinary letters and union responses to grievances, letters of employment offer, etc.
3. Monitor and schedule meetings for all meeting requests.
4. Assist with reviewing emails and listing in priority level for addressing.
5. Attend meetings to take and distribute minutes. Including disciplinary and grievance meetings.
6. Prepare meeting agendas in collaboration with the E.D., Manager, People and Culture, and any other stakeholder.
7. Field phone calls and take and distribute messages.
8. Schedule and arrange for any business or training travel for the Executive Director and Senior Management.
9. Assist with policy document creation, and support delivery of policy implementation.
10. Collect and ensure reimbursement of any out-of-pocket expenses incurred by the E.D. or Management.
11. Track training for all staff and advise Manager, People and Culture and Executive Director on training status.
12. Arrangements related to organizational training, including researching providers, securing venues, food orders, payments associated with such, and any other functions required.
13. Assist with the recruiting and onboarding processes, including completing reference checks, criminal records applications, obtaining all required documentation, providing tours and introductions, etc.
14. Reside on internal committee(s) as required.
15. Track employee attendance and leaves for preparing reports identifying patterns or trends and recommendations to management for attendance management and / or letters of expectation.

General:

1. Attends meetings as requested, such as board of director's, administration, programs, and training.
2. Drafts letters for employee requests and other external governing agencies for confidential human resources related requests.
3. Assists other management with administrative requests and establishes priority level of all requests.
4. Performs other related duties as required.

ACCOUNTALBE TO:

- Criminal Records Review program
- Reviewing to remain current and adhering to all Haven Society's policies and processes
- Following all articles of the Health Sciences Association Collective Agreement through the employer's interpretation
- All other conditions of employment as outlined in internal policies and offers of employment with

Application Instructions:

Please submit your cover letter and resume outlining how your education, experience and skills align to the requirements of the position and please tell us how your values align with those of Haven Society.

This position is open until filled.

Please send resumes to michel@havensociety.com

Job Information:

Job Type: Full-time

Salary: \$29.00-\$32.00 per hour

Benefits:

- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Vision care

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Nanaimo, BC V9T 6J9: reliably commute or plan to relocate before starting work (required)

Work Location: In person