



Position Vacancy Posting

Position Title: Executive Assistant	Competition No.: 23-03
Reports to: Executive Director	Salary Range: \$56,550 to \$62,400 per annum
Location: Nanaimo, BC	Employee Group: Exempt
Hours per week: 37.5 hours per week	Position Status: Permanent Full Time
Shift Schedule: Monday to Friday; 7.5 hour shifts	Anticipated Start Date: As soon as possible

Haven Society in Nanaimo is looking for an experienced Executive Assistant who wants to join a team that makes a vital impact in the community. Haven Society is an anti-violence organization operating from feminist principles promoting the integrity and safety of women, children, youth and families. Haven Society supports Central Vancouver Island, working to develop a respectful and healthy community by providing a continuum of services, public education, and advocacy. While this is an exempt position, you will be working in a unionized environment, and union experience would be considered an asset.

What You'll Do:

The Executive Assistant assists the Senior Management Team with all administrative tasks, and provides support for the Board of Directors. Duties include, but are not limited to:

- Fields phone calls, and assists with reviewing emails, and discerns level of priority
- Arranges and attends meetings, helps create agendas, takes and distributes minutes
- Prepares a variety of confidential documents
- Assists with some HR functions including the recruitment and onboarding processes
- Collects and reimburses out of pocket expenses

Who You Are:

You have exceptional organizational and time management skills. You display good judgement and problem solving skills when faced with a challenge and in your day-to-day. You have strong interpersonal skills and are comfortable building relationships with a variety of internal and external stakeholders. Your verbal and written communication skills allow you to interact with others clearly. You are a team player, and enjoy supporting others.

Your Qualifications:

- Completion of a 1 year Certificate in Office Administration, or equivalent
- Minimum of 2 years' experience in an executive assistance and administration role
- Experience working in a union environment is preferred
- A satisfactory Criminal Records Check for working with children and vulnerable populations

How to Apply:

Please do not drop off resumes in person (online only) and follow these instructions for submitting your application:

- Submit all documents in PDF format
- Provide a cover letter outlining why Haven Society is the place you want to work, and how your skills, experience and personal characteristics align with this posting.
- Provide a resume outlining your experience and skills

Haven Society is committed to creating a healthy, inclusive, diverse and supportive workplace, and invites qualified, experienced candidates from all backgrounds and life situations to apply.

Additional Information:

Haven Society is a scent safe environment; all employees and visitors are asked to refrain from using or wearing scented products at Haven Society facilities.

REPLY TO:

Provide cover letter and current resume
recruitment@mysmarthr.ca

Date Posted: May 23, 2023

Closing Date: Open until filled