



PART – TIME EXECUTIVE ASSISTANT JOB DESCRIPTION

As Executive Assistant in our district, you will maintain a high degree of discretion and confidentiality while functioning in a fast-paced, innovative and caring work environment. You will deal with time-sensitive and stimulating projects and manage challenging issues simultaneously. It is essential as the successful candidate, that you can work independently with minimal supervision and also be a valuable collaborative team member. **Reporting to the Superintendent/Secretary-Treasurer, this interesting exempt position will play a key role as part of a small and dynamic District Leadership team. This is a one-year position with the possibility of extension.**

Executive Assistant

Providing administrative assistance and support to the Superintendent of Schools, Assistant Secretary-Treasurer and the Board of Education, you will:

- work closely with the Senior Executive Assistant to assist with planning, supporting, and managing the day to day activities of a busy office
- provide research support, some of which may relate to sensitive material or legal matters requiring a high level of confidentiality
- prepare for various meetings which may include labour-management, grievance, legal, or standing committee meetings
- liaise with trustees, government officials, staff, community organizations and the general public, responding to requests regarding district policies, programs and events
- maintain permanent record files, HR files, and other records and archives of the School District
- provide support to the Manager of Operations and Transportation by managing call-out assignments for bus drivers and custodians, assisting with transportation schedules, timesheets and payroll submissions
- provide support to other school district departments including Payroll, Finance, and Operations and Transportation on inter-related matters as required
- support effective District communication processes through website updates and ongoing maintenance
- support the Senior Executive Assistant/HR Manager on various HR tasks including coordinating recruitment (i.e. advertisements, interview scheduling, etc.), monitoring staff evaluation procedures (i.e. frequency, schedule), and preparing memos and correspondence
- Other duties as assigned

Qualifications:

- Successful Executive Assistant background including accounting skills
- Post-secondary training in a management discipline: Business Administration, Office Administration or Communications
- Strong collaboration and teamwork skills; excellent interpersonal and communication skills
- Exceptional verbal and written skills
- Strong technology skills with proficiency in a variety of software programs (i.e. Office 365, presentation and graphic design software and website applications)
- Superior proficiency in time management, record and data management
- Ability to adapt, flex and learn new tasks quickly
- Experience working effectively in a team environment



Interested applicants are asked to submit a resume and cover letter with supporting documentation, together with three current professional references, no later than noon Friday October 16, 2020 to: Ms. Michelle Grenier, Snr. Executive Assistant/HR Manager by email to michelle.grenier@sd10.bc.ca or by mail to PO Box 340, Nakusp, BC, VOG 1R0.

The successful candidate will be subject to a Criminal Record Check. Only those selected for an interview will be contacted.