



PART – TIME EXECUTIVE ASSISTANT

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 be a valuable collaborative team member. Reporting to the Superintendent/Secretary-Treasurer, and Snr. Executive Assistant/HR Manager, this interesting exempt position will play a key role as part of a small and dynamic District Leadership team.

Executive Assistant

Providing administrative assistance and support to the Superintendent of Schools, Snr. Executive Assistant/HR Manager, and the Board of Education, you will:

- work closely with the Snr. 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 meetings which may include labour-management, grievance, legal, or committee meetings
- liaise with trustees, government officials, staff, community organizations and the 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
- manage call-out assignments for transportation and operations team, and assist with 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, preparing memos and other correspondence
- support the Senior Executive Assistant/HR Manager on various HR tasks including coordinating recruitment (i.e. advertisements, interview scheduling, etc.), monitoring staff evaluation procedures
- Other duties as assigned

Qualifications:

- Successful Executive Assistant background
- Post-secondary in a management discipline: Business or 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

Interested applicants are asked to submit a resume and cover letter with supporting documentation, together with three current professional references, no later than noon Monday January 4, 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, V0G 1R0.

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

World Class Learning in a Rural Environment