

EMPLOYMENT OPPORTUNITY

Job Title: Executive Assistant

LOCATION:	Victoria, BC
SALARY:	\$19-\$25/hour; commensurate with education and experience
TERM:	Permanent, full-time position (35 hrs per week)
START:	June 7, 2018 (negotiable)

OVERVIEW

Who We Are

M'akola Development Services is a professional development consulting firm committed to supporting vibrant, diverse communities in British Columbia. Our clients span the entire province and involve planning, developing, and operating high-density, multi-family housing projects for public, private, and non-profit clients.

We have an energetic, driven team. Each member brings a unique spirit and skillset, and together we are committed to delivering high-quality projects for our clients and their communities. We strive to create a welcoming and supportive environment where all team members take deep personal accountability for their work, have a passion for excellence, and are driven to achieve their full potential.

Who You Are

You seek meaningful, complex work in a fast-paced, growth-oriented environment. You are an independent, proactive problem-solver that adapts quickly to new ideas. You build genuine relationships and collaborate effectively with internal and external stakeholders. You value working in a cooperative, positive environment with other ambitious professionals.

Why Choose Us

Our organization recognizes the following benefits for eligible positions:

- Growth opportunities – we are invested in you and your career trajectory
- Paid vacation (plus Christmas leave) and paid 12 days sick leave
- Matching RRSP contribution program (5%)
- Extended health benefits, including prescription coverage, dental, eye care, massage, etc.
- Employee Assistance Program (for employees and family members)
- Newly-built, modern office with height-adjustable desk and ergonomic set-up
- Located close to the Galloping Goose and on a major bus route

JOB SUMMARY

The **Executive Assistant** is responsible for providing a wide range of administrative services.

Tasks are focused on the following key areas:

1. Administrative Support (Organizational) 80%
2. Assistant to the Director 20%

PRINCIPAL ACCOUNTABILITIES

ADMINISTRATIVE SUPPORT

Reception

- Provide reception services, such as greeting, screening, and directing visitors to the appropriate individuals
- Answer, screen, and transfer inbound phone calls. Receive and distribute telephone messages, mail, deliveries, and courier packages to ensure they are forwarded to the appropriate individual(s) in a timely manner

Clerical

- Create and maintain an organizational contacts list and assist with client management
- Perform general clerical duties such as photocopying, faxing, and mailing
- Handle requests for information and data, including data entry
- Arrange transportation and/or accommodation for staff, as required
- Perform weekly scan of bid sites (MERX, BC Bid, etc.); download relevant materials
- Other administrative duties, responsibilities and projects as assigned

Operational

- Coordinate any required repairs to office equipment
- Facilities maintenance, including liaising with cleaners and suppliers
- Set up and maintain accounts, including internet, photocopier, phones and office materials
- Responsible for ordering, receiving, stocking and distribution of office and kitchen supplies
- Special events planning, including venue bookings, supplies purchasing and invitations
- Client and staff engagement, including arranging staff birthday cards and client holiday gifts

Accounting

- Reconcile monthly credit card statements

ASSISTANT TO THE DIRECTOR

- Develop and carry out an efficient documentation and filing system
- Schedule and coordinate meetings and appointments, as well as make travel/hotel arrangements
- Attend and prepare meetings, including recording and distributing minutes, agendas and other relevant information to members and other meetings as requested
- Prepare and submit the Director's travel expense forms

MINIMUM QUALIFICATIONS

- Administrative or Executive Assistant diploma or related diploma or degree
- Minimum two (2) to three (3) years of experience
- Comprehensive knowledge of all Microsoft Office applications, ideally including OneDrive and SharePoint
- General knowledge of the development consulting industry or affordable housing would be an asset

MINIMUM COMPETENCIES

Must possess the following competencies:

- Effective written and verbal communications skills
- Able to maintain a high level of confidentiality concerning financial and employee files
- Proficiency using Adobe Acrobat and working with PDF files
- Effective interpersonal skills, with ability to maintain relationships and work as part of a team
- Analytical and problem-solving skills
- Flexible to change and open to constructive feedback
- Effective planning, organizational, coordination, and time management skills
- Able to work independently with minimal supervision
- Able to act as a resource and support to management
- Able to manage multiple priorities simultaneously in a fast-paced environment
- Able to meet tight deadlines and work well under pressure

GENERAL REQUIREMENTS

- This position requires residing in Victoria
- Must possess a valid Class 5 Driver's License and have care and control of a reliable vehicle
- Must complete a Criminal Record Check prior to hiring
- Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code

The posting closes **Monday, May 7, 2018**; however, the position will remain open until filled. In-person interviews in our Victoria office start Thursday, May 10, 2018.

Interested candidates should submit a cover letter outlining how they meet or exceed the position's criteria, along with a detailed resume, both in PDF format.

Please put "**Executive Assistant**" in the subject line, and address it to the attention of:

M'akola Development Services Management Team

hr@makoladevelopment.com

Only those selected for interviews will be contacted. References will be required for all interviewed candidates.