



EXECUTIVE ASSISTANT

School District No. 53 (Okanagan Similkameen) invites applications for the position of Executive Assistant working in the district office in Oliver, BC. The Executive Assistant provides support to the Superintendent, the Secretary Treasurer, senior management staff and the Board of Education. The successful candidate will be professional, confidential, and will have superior diplomacy and information management skills. Work is performed with limited direction and must be accurate and complete using established policies and procedures.

The Executive Assistant provides professional secretarial and administrative support including:

- prepare agendas and minutes, attend meetings and finalize subsequent follow-up,
- schedule, organize and prepare for meetings and events, and manage appointments,
- provide information and respond to inquiries from staff and the public,
- create, compile, process and maintain correspondence, documents, reports, materials and forms,
- establish and maintain effective working relationships with trustees, senior staff, employees, partner groups and the public,
- establish priorities and effectively manage time in order to meet strict deadlines,
- exercise independent sound judgement and initiative,
- confidential management of district documents, records, files and information, and
- perform other related duties as assigned.

The successful candidate will possess:

- grade 12 graduation plus post-secondary education in an administrative program at a recognized institution (equivalent training/experience may be considered),
- a minimum of 4 years of recent and relevant office experience in a senior support role (experience in the education system and familiarity in meeting procedures would be an asset),
- excellent communication (verbal and written), organization, problem solving, time management and human relations skills,
- ability to work under pressure in a wide variety of assignments both independently and as part of a collaborative team,
- extensive experience with Microsoft Office Suite including Word, PowerPoint, Excel, and ability to keyboard accurately at 60 wpm, and
- ability to maintain a high level of confidentiality.

This is a twelve month full-time excluded (non-union) position commencing in late August 2017 and offers a competitive salary and extensive benefit package.

To apply, submit a cover letter, detailed resume, three (3) supervisory references, and records of education and training to Lynda Minnabarriet, Secretary Treasurer at employment@sd53.bc.ca. Closing date is May 26, 2017 at 3:00 p.m.

For more information contact Lynda Minnabarriet at 250-498-3481 ext. 114

Thank you for your interest in our school district. Only shortlisted candidates will be notified.