|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Executive Assistant | Job Category: | Administrative |
| Department/Group: | Black Business Association of BC | Job Code/ Req#: | Job Code/ Req#  EA-BBABC-2021 |
| Location: | Flexible | Travel Required: | Travel may be required |
| Level/Salary Range: | $42,500  Based on a prorated salary scale of $53k-$56k | Position Type: | Part time 30 hrs/wk  3-month probation period  \* Benefits package available |
| HR Contact: | Olwin Allen | Date Posted: | Aug 23, 2021 |
| TERM | 1 year with the possibility of extension | Start Date | Oct 1, 2021 |

|  |  |
| --- | --- |
| External Posting URL: | https://www.blackbusinessbc.ca/careerboard |
| Internal Posting URL: | NA |

|  |
| --- |
| Applications Accepted By: |

|  |  |
| --- | --- |
| EMAIL: [info@blackbusinessbc.ca](mailto:info@blackbusinessbc.ca)  Subject line: Executive Assistant application  Please include:   1. Resume 2. Cover letter identifying why you are a great fit for our organization |  |

|  |
| --- |
| Job Description |
| Role and Responsibilities Provides administrative support to the BBABC Chief Executive Officer   * Overseeing incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence * Filing important documents, such as reports, meeting notes, emails, and letters * Keeping the executive’s calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings * Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, clients, and customers * Conducting research and creating reports on various topics based on the needs of the executive. Taking minutes during CEO meetings with external shareholders. * Planning and organizing events that take place externally, such as fundraisers and appreciation events * Keeping important information and documents organized physically, and electronically * Maintaining a high degree of discretion and confidentiality   Qualifications and Education Requirements   * Bachelor's degree in business administration or any related field. * Minimum of 3-5 years of experience in business administration, or a combination of education and experience.  Preferred Skills  * Microsoft Office (Word, Excel, Power-point) * Clear written and verbal communication skills * Exceptional attention to detail * Interpersonal skills * Ability to conduct research and create reports or presentations. * Time management * Ability to handle sensitive information with discretion. * Basic computer and office equipment skills  Additional Notes Additional Notes |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |