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| 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: | $42,500Based on a prorated salary scale of $53k-$56k | Position Type: | Part time 30 hrs/wk3-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 |

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

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| Applications Accepted By: |

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| EMAIL: info@blackbusinessbc.caSubject line: Executive Assistant application Please include:1. Resume
2. Cover letter identifying why you are a great fit for our organization
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| Job Description |
| Role and ResponsibilitiesProvides 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 NotesAdditional Notes |

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