

CAREER POSTING

POSITION:	Administrative Coordinator
DEPARTMENT:	Corporate Services
STATUS:	10+ Months Maternity Leave Replacement
CLOSING DATE:	Until filled

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 230 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 115,000 unionized health care employees covering nurses, health science professionals, physician residents, ambulance paramedics and ambulance dispatchers, and support workers in both facilities and community settings.

For more information, visit www.heabc.bc.ca.

OPPORTUNITY:

HEABC seeks a highly motivated and organized individual for a full-time, 10+ month maternity leave replacement, Administrative Coordinator position. Reporting to the CFO & Executive Director, Corporate Services, this position provides executive administrative support to the CFO & Executive Director, and other senior professional staff of the Corporate Services team.

Responsibilities include:

- Coordinating meetings and projects with multiple overlapping deadlines, and changing demands.
- Researching, analyzing and preparing support information and documentation.
- Administrating department activities, arranging meetings, managing schedules and calendars.
- Producing spreadsheets, correspondence, reports, agenda packages, minutes, and presentation materials.
- Processing invoices, committee reconciliations and staff expenses.
- Creating and maintaining records and policies/procedures for the Corporate Services department.

Role Specific Expertise:

- Superior accuracy and attention to detail.
- Exceptional interpersonal and communication skills, both written and oral, is essential, as well as work experience to demonstrate ability to patiently and effectively deal with a diverse range of people in a pleasant and professional manner.
- Exceptional time management skills to prioritize and complete assignments in a manner that efficiently utilizes resources and optimizes departmental efficiency.
- Strong collaboration skills with peers and the ability to lead and direct staff as needed to ensure administrative systems and processes are consistently followed and monitored for effectiveness.
- Proven ability to handle confidential matters and materials with tact and discretion.

QUALIFICATIONS:

Graduation from a recognized administrative assistant/secretarial post-secondary program, plus five (5) to seven (7) years of experience supporting senior executive(s) or an equivalent combination of education, training and experience along with advanced skills with the full Microsoft Office Suite (spreadsheets, reporting and presentation software) and the ability to type a minimum of 60 w.p.m.

Along with a competitive salary, HEABC offers generous vacation, health and pension plan benefits.

HOW TO APPLY:

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

HEABC, Human Resources
300 – 2889 East 12th Ave
Vancouver, BC V5M 4T5
Email: Careers@heabc.bc.ca
Fax 604.736.2715

We wish to thank all applicants for your interest and effort in applying for the position; however, only those candidates selected for an interview will be contacted.