

Job Title:	Executive Assistant and Divisional Coordinator – Information Technology	Job Level:	Employee
Division/Department:	IS&T	Job Band:	Exempt Band 2
Supervisor Title:	VP, Information Technology & CIO	Supervisor Job #:	1043

ORGANIZATIONAL DESCRIPTION

BC Transit is the provincial Crown agency charged with coordinating the delivery of public transportation across British Columbia (excluding Metro Vancouver). BC Transit connects people and communities across British Columbia to a more sustainable future.

JOB OVERVIEW

The Executive Assistant & Divisional Coordinator provides administrative and coordination assistance to the VP, Information Technology (IT) and CIO, acts as a resource to and members of the IT Division, a variety of committees, and provides occasional support to the Office of the President and CEO, other senior leadership team members and IT Managers.

ACCOUNTABILITIES

- Represents the VP by welcoming visitors, answering questions and meeting requests directed to the VP
- Plans and coordinates all administrative activities in the VP's office
- Coordinates all financial activities in the VP's office; making recommendations for budget reallocation(s) to meet fiscal priorities and forecasted expenditures; and building annual budget, monthly and quarterly forecasting, reporting on year- to-date and fiscal spending, coordinating reimbursement claims
- Receives, verifies, codes all invoices received for payment in the VP's office as per expenditure account guidelines while maintaining comprehensive records on budget expenditures for the VP's cost centre; manage and reconcile divisional purchasing via purchase card
- Arranges corporate travel and meetings by developing itineraries, booking transportation, arranging lodging and meeting accommodations
- Identifies priorities to foster appropriate use of VP's time, and adjusts schedules to meet pressing deadlines, avoid conflicts and address urgent issues
- Compiles relevant materials for the VP in advance of meetings, appointments and other engagements, and ensures the necessary systems are in place for efficient document storage and retrieval and compliance with Administrative/Operational Records Classification Systems
- Assists in the preparation and/or coordination of a variety of reports, presentations, briefing notes, decisions notes and other documentation
- Provides administrative support to the VP and IT Managers and related committees, by developing and distributing minutes, agenda packages, arranging meeting dates/times/venues, contacting participants, and action items follow-up as needed
- Provides administrative support to ad hoc projects as required

- Attends a multitude of meetings as required
- Compiles and processes information, maintains records, and prepares a variety of administrative reports on a regular and ad hoc basis using a variety of software applications
- Completes projects and special assignment by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving and making adjustments to plans
- Proactively creates and maintains effective workflow and communications to accomplish the work of the Division, which includes the handling of a variety of projects and tasks simultaneously.
- Provides BC Transit policy expertise to the VP and IT Division
- Assists with ensuring scheduling, reporting and compiling of activities to help ensure the IT Division maintains expected deadlines for completion and reporting on items such as performance management, recruitment activities, KPIs, Corporate reporting, etc.
- Provides expertise as part of the IT Admin team on operations and planning
- Continuously assesses administrative practices, policies and procedures, identifying opportunities for improvement and making related recommendations
- Liaises with the Executive Assistant to the President and CEO, discussing and receiving guidance regarding administrative policies and procedures, and assisting with implementation of new procedures. Also provides backup support to the Office of the President and other executive offices as needed
- Performs related duties in keeping with the purpose and accountabilities of the job

QUALIFICATIONS**EDUCATION**

- Diploma or Degree in office or business administration
- A combination of equivalent education and experience may be considered

EXPERIENCE

- Minimum of five years related experience as an Executive Assistant supporting and reporting to a senior executive
- Preference may be given to candidates who have experience working in IT or supporting an IT team
- Excellent editing and proofreading skills
- Strong verbal and written communication skills and the ability to present information one-on-one and within group settings
- Attention to accuracy and detail in all aspects of responsibilities
- Excellent planning and coordination skills to organize calendars, schedules, meetings, appointments, committees, travel arrangements and compile all related materials
- Proficient in all typical office software and applications, particularly with Microsoft Word, Excel, Outlook and PowerPoint
- Problem-solving and decision-making skills to identify and coordinate changing priorities to avoid scheduling conflicts, and ensure that deadlines and urgent issues can be addressed
- Ability to manage a variety of administrative and operational responsibilities under time constraints while maintaining a high level of professional excellence
- Ability to follow directions, sometimes from multiple sources and determine priorities
- Research and analytical skills to gather and assess factual information

- Flexibility and a willingness to perform other reasonable duties as requested
- Knowledgeable in records management and the application of ARCS and ORCS.
- Must be discrete, tactful, diplomatic and possess the ability to proactively problem-solve and provide service excellence to all internal and external customers

BEHAVIOURAL COMPETENCIES

Collaboration - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results

Adaptability - Adapts quickly to change and easily considers new approaches

Planning and Prioritization - Proactively plans and organizes work activities and priorities; manages several tasks at once

Critical Thinking and Problem Solving - Demonstrates the ability to design, analyze, synthesize and evaluate information to achieve a desired solution or outcome