



EXECUTIVE ASSISTANT

The Job

The Affordable Housing Societies – one of BC’s largest not-for-profit affordable housing providers has an immediate opening for a permanent full time **Executive Assistant**. AHS is a close-knit team of professionals dedicated to delivering the very best quality service to our tenants and communities we support.

Reporting to the Chief Executive Officer, the Executive Assistant serves a key role in furthering the organization’s goals and objectives and ensuring the Mission to “provide quality, affordable rental homes so that families and individuals can thrive.” The Executive Assistant is responsible for providing direct administrative support to the Executive Team, comprised of the CEO, COO, Comptroller, and Human Resources Manager. The Executive Assistant is the on-the-scene conduit for our hard-working Executive Team, and a vital part of our critical Administrative Team.

About You:

As the Executive Assistant, you are a positive, detail oriented, solutions focused, passionate, superstar professional who wants your work to have a lasting meaningful impact for individuals and families, through excellent management of the properties and homes in which they live. You have a track record of providing effective administrative support, including accurately interpreting and recording sensitive information. You espouse the values of integrity, kindness, and compassion, and take seriously the social responsibility of effectively managing the housing of individuals of various backgrounds including many who are highly vulnerable. You understand and are empathetic to the many reasons individuals find themselves in precarious housing situations including trauma, addictions, and mental health challenges.

Specific Duties & Responsibilities Include:

- Primary priority of company payroll and payroll management
- Preparing executive presentations and packages
- Recording meeting minutes and agendas for the executive team
- Scheduling executive meetings and coordination
- Conducting company wide surveys
- Overseeing incoming and outgoing communications, including emails, phone calls, reports and internal correspondence for the CEO
- Acting on behalf of the CEO, responsible for managing and maintaining company wide communications
- Managing the CEO’s calendar and liaising with the Board of Directors on their behalf as needed
- Planning and organizing company events, such as staff meetings, staff functions, appreciation events, and retirement celebrations
- Relief coverage for front desk and accounts receivable as and when needed including vacations and leaves
- Assisting other members of the executive team with administrative support as required
- General office administration including but not limited to payroll and human resources filing, preparing files, mail, maintaining and updating spreadsheets, preparing documents, ordering supplies, completing applications/forms, answering general enquires both in person and on the phone - forwarding specific questions to the appropriate department or person
- Other related duties as required from time to time, including cross-training and temporary assignments

Knowledge, Skills, and Abilities:

- Excellent written and oral communication, customer service, interpersonal skills
- Strong sense of discretion, integrity and trust given the handling of the most confidential and sensitive information
- Ability to develop and maintain excellent working relationships with all internal staff, tenants, and external stakeholders
- Extensive knowledge of full Microsoft Office suite including PowerPoint, Visio and SharePoint
- Demonstrated aptitude for learning computer applications quickly
- Ability to investigate and solve problems creatively within established policies and procedures
- Demonstrated initiative and ability to work independently with limited supervision
- Proven ability to organize multiple responsibilities simultaneously while ensuring a high degree of accuracy and follow through to completion each activity and transaction
- Ability to exercise good judgement
- Impeccable attention to detail
- Strong mathematical and analytical skills
- Ability to travel throughout the Lower Mainland and Fraser Valley if required

Education, Experience, and Qualifications:

- Completion of secondary school graduation in addition to some post-secondary courses in a relevant field such as business, payroll, human resources, and accounting
- Two years of demonstrated work experience in an office environment in a similar role

Mandatory Job Requirements:

- Valid driver’s license (Class 5) and reliable vehicle
- Successfully pass a Criminal Records Search

This position comes with a competitive salary, work from home opportunities, and excellent work-life balance perks such as every second Friday off with EDO’s. This exciting opportunity includes health & wellness full benefits package, flexible working arrangements and employer RSP contributions.

If this sounds like you then please email your Resume with Cover Letter to jobs@affordablehousingsocieties.ca explaining why you are the right fit for our organization **quoting competition number 22-23-Executive Assistant in the subject line**. The position is currently vacant and needs to be filled immediately. Applicants will be reviewed as submitted. This posting will remain open until filled.

While we appreciate all applicants, only those selected for an interview will be contacted.