

Career Opportunity Executive Assistant

Position: Executive Assistant (part-time, permanent)
Hours: 5 hours per day, Monday to Friday
Wage: \$32-35 per hour, commensurate with qualifications (approx \$41,600 - \$45,500 per year)
Benefits: Comprehensive benefits package
Start date: February 1, 2020

The Confederation of University Faculty Associations of British Columbia (CUFA BC) is seeking an on-going, part-time Executive Assistant to work at its downtown Vancouver office.

Through its relationship with its member university faculty associations, CUFA BC represents the interests of 5,500 academic staff members at five public universities in British Columbia.

Within the established policy direction of CUFA BC, the Executive Assistant is responsible for providing administrative support, bookkeeping, and event coordination to the Confederation. The Executive Assistant's role includes working closely with the Executive Director in the support of Council, the Executive Committee, and elected Officers by performing clerical duties, organizing meetings and events, and maintaining financial records.

In order to be successful in the position, the Executive Assistant should be organized, detail oriented, professional, and have excellent verbal and written communication skills. In addition, the Executive Assistant should possess bookkeeping experience and strong problem-solving skills, and exhibit effective time management.

Duties of the position include:

- Performs bookkeeping tasks such as monitoring accounts, cheque requisitions, deposits, and financial reports;
- Carries out clerical duties such as answering phone calls, responding to emails, and preparing communication documents, minute-taking and preparation;
- Coordinates and arranges meetings for council, government representatives, and other stakeholders;
- Coordinates all aspects of the annual academic awards nomination and spring gala event;
- Performs daily record-keeping and document filing;
- Updates and maintains www.cufa.bc.ca website;
- Ensures efficient and effective administrative information and assistance; and
- Performs other relevant duties when needed.

Position Requirements include:

- Post-secondary degree or equivalent;
- Two years of experience in an executive support role;
- Basic knowledge of bookkeeping procedures and principles;
- Proficiency in a variety of computer software applications (Microsoft Office Suite, QuickBooks Accounting, basic website management tools);
- Possess multi-tasking and time-management skills, with ability to prioritize tasks;
- Professional verbal and written communication skills; and
- Knowledge of BC's post-secondary education sector (preferred, not required).

To apply, send (1) an electronic copy of your resume, (2) a cover letter, and (3) a sample of your writing to the following by **4:00pm on Monday, January 6, 2020**:

Annabree Fairweather
Executive Director
CUFA BC
execdir@cufa.bc.ca

CUFA BC is committed to employment equity and welcomes applications from all qualified individuals.

We appreciate the interest expressed by all applicants, but only those applicants selected for an interview will be contacted.