Executive Assistant

The Faculty Association of the University of British Columbia, a trade union representing over 3,200 members, is currently searching for an Executive Assistant to provide senior level administrative support and manage the financial operations of the organization. This is a permanent full-time position with a full benefits package.

Reporting to the Executive Director, the Executive Assistant’s primary responsibilities are:

**Administrative**

- Provide administrative support to the Executive Director, which may involve matters of a confidential nature;
- Organizes paper and email flow for the Executive Director and screen telephone calls;
- Draft official Association correspondence for signature by the President or Executive Director;
- Assist with scheduling of meetings between the Executive Director (and/or President) and University representatives;
- Coordinate meetings including drafting of agenda, assembling materials and mailings, minute taking and distribution, assist with necessary follow up after meetings;
- Arrange flight, hotel and other travel arrangements for Association travel;
- Coordinate planning of various Association events;
- Maintain office correspondence/records and filing system;
- Maintain confidential personnel files and communicate with UBC Financial Services regarding pay adjustments.

**Financial**

- Handle all phases of day-to-day financial operations and bookkeeping duties;
- Prepare year-end working papers for annual audit;
- Prepare draft of annual budget for review by the Treasurer; prepare reports on expenditures as required;
- Monitor the Association’s investment portfolio; and
- Prepare all provincial and federal annual reporting.

This job description is intended as a general guideline only. Other duties will also be assigned.

**Skills, knowledge and experience required of an Executive Assistant include:**

- Undergraduate degree (Business, Public Administration, Human Resources, or Accounting are preferred) and a minimum of three years’ experience providing support at the executive level;
- Experience working in a university or college setting an asset;
- Several years of experience in financial operations, bookkeeping duties, preparing and tracking annual budgets, meeting the needs for annual audits and provincial and federal annual reporting, demonstrated ability to monitor investment portfolios;
- Demonstrated excellence in interpersonal and communication skills; ability to communicate clearly verbally as well as in writing;
- Sound decision-making ability, good judgment and analytical thinking with the ability to exercise tact, discretion, and confidentiality;
• Resourcefulness, ability to think ahead and anticipate;
• In-depth knowledge of general office procedures, excellent computer skills and in-depth knowledge of relevant software (such as MS Office Suite) and financial management systems (knowledge of Sage 50 Accounting would be an asset);
• Proven ability to manage a varied and complex workload, with attention to detail in an office environment where disruptions are common;
• Commitment to fostering positive working relationships within the University community.

The Executive Assistant is a unionized position. The terms and conditions of employment are governed by the Collective Agreement between the UBCFA and Local 467.

The Faculty Association welcomes applications from equity-seeking groups.

If you are interested in applying for this position, please submit a cover letter and resume to:

Deena Rubuliak
Executive Director
UBC Faculty Association
112 – 1924 West Mall
Vancouver, B.C. V6T 1Z2

Or by email to: faculty.association@ubc.ca
Or by fax to: 604.222.0174

Applications will be received until 4:30 pm on August 24, 2018

We thank you in advance for your interest. Only candidates considered for an interview will be contacted. For more information regarding the Faculty Association, please visit: www.facultyassociation.ubc.ca