

## **JOB POSTING**

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To Work at the BC Nurses' Union Office

**Job Title:** Executive Assistant – Pensions, Benefits, Policy & Special Projects  
Regular Full-Time

**Starting:** April 2019

### **Position Overview**

This is a high-paced, high-level position at the B.C. Nurses' Union. The incumbent is responsible for all administrative requirements of the Director - Pensions, Benefits & Special Projects, Manager - Pensions & Special Projects, and Lead - Benefits. Work performed is complex and requires a high level of responsibility, coordination, organization, and evaluation to determine the priorities that will meet the needs of the department and the organization.

### **Key Responsibilities**

- Performs administrative duties for the Director of Pensions, Benefits & Special Projects, Manager of Pensions & Special Projects, and Lead of Benefits including producing a variety of documents (Word, Excel, PowerPoint) and reports
- Composes letters and/or drafts correspondence to outside agencies or contacts
- Proofreads and edits a variety of documentation, including reports, policies, and general correspondence
- Conducts basic research and analysis
- Responds to routine questions and requests
- Responds to member inquiries and escalates as needed
- Assists in the coordination of projects and events such as pension workshops
- Administers privacy requests from members
- Provides support in maintaining and updating policies and procedures
- Maintains file systems
- Maintains lists and schedules
- Takes and transcribes minutes
- Arranges meetings, travel and accommodation
- Ensures deadlines are met
- Records, files and organizes reference materials and documentation
- Deals efficiently and courteously with external and internal customers
- Provides back-up for other excluded staff members
- Works co-operatively with other team members
- Performs other related duties as assigned

## Qualifications

The successful applicant must have:

1. Post-secondary education in Business Administration, Pensions & Benefits, Legal Administration, or other area of relevance
2. Experience providing high-level administrative support in a fast-paced environment, with responsibility for specific areas or programs. Experience in pensions and/or benefits is an asset.
3. Advanced computer skills in MS Office programs, including Word, Excel, PowerPoint, and Outlook, and databases
4. Strong written and verbal communication skills
5. Ability to produce, interpret, and analyze reports
6. Demonstrated analytical mindset and an aptitude for numbers and calculations
7. Experience in coordinating projects and/or events
8. Strong attention to detail
9. Ability to be resourceful and to problem-solve
10. Ability to simultaneously listen and record minutes
11. Ability to deal with others effectively
12. Exercises tact, diplomacy, and discretion in dealing with sensitive and/or confidential issues
13. Ability to prioritize and work under pressure
14. Ability to adapt to change
15. Ability to work independently, as well as part of a team

## How to Apply

To apply for this position, please submit a cover letter and resume to:

**Mail to:** Human Resources  
BC Nurses' Union  
4060 Regent Street  
Burnaby, BC V5C 6P5

**Fax:** (604) 433-7945 or 1-888-284-2222  
**Email:** [hr@bcnu.org](mailto:hr@bcnu.org)