



Bethany Care Society

EXECUTIVE ASSISTANT TO THE VICE PRESIDENT/CHIEF OPERATING OFFICER (COO) (Full Time)

Competition #080510E

Reporting to the Vice President & COO, this position provides complex and highly accurate Executive Assistant expertise to the COO, as well as support to other executive team members as assigned in accordance with Bethany Care Society values.

This position will be accountable for the daily provision of administrative services and coordination for the office and schedules of these Executives and related committees which will include correspondence, reports, minutes, conference and travel arrangements. This role will also support the Executive Assistant to the CEO and participate in the creation of a new team-based approach to the provision of administrative support involving other Administrative Assistants.

The position requires excellent, communication, organizational and interpersonal skills, with the ability to prioritize multiple tasks in a fast past environment. The ability to exercise sound judgment, particularly in the handling and delivery of highly sensitive and confidential material is required.

Qualifications include a Grade 12 diploma and completion of at least one (1) year of relevant post secondary education with an Office or Business Administration certificate / diploma, or equivalent combination of experience and education. Minimum eight (8) years of progressive experience required. Proficiency in Windows and Microsoft Office with excellent keyboarding skills also required.

If you are looking for a career in a rewarding environment, please forward your resume quoting competition number # 080510E to Human Resources - **Bethany Care Society 1001 - 17 Street NW, Fax (403) 284-1232, Email: humanresources@bethanycare.com** or please visit **www.bethanycare.com/JobPostings**.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.

Salary range between \$45,000 - \$62,000 depending on education and experience.