



Bethany Care Society

EXECUTIVE ASSISTANT TO THE CEO (Full Time)

Competition #060510E

This position provides complex and highly accurate executive administrative support to the CEO in accordance with Bethany Care Society values. As well, this position will be accountable for the creation of a new team-based approach to administrative support and will be involved in leading/assisting other Administrative Assistants who work for other Executives. This role will actively participate in the recruitment and hiring of other Executive/Administrative assistants and will be responsible for directly supervising the Corporate Services Receptionist. Other duties include providing confidential administrative support to the Board of Trustees, the Board Chair and related committees.

The position requires excellent leadership, 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 highly 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 with at least three (3) years of leading an administrative support team 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 #060510E 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.