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EXECUTIVE ASSISTANT, HUMAN RESOURCE SERVICES – Competition Number 09-133

Kwantlen Polytechnic University is seeking a regular full time Executive Assistant to perform a wide variety of responsible, complex and confidential senior administrative duties in support of the Vice President, Human Resource Services.

The Executive Assistant will be responsible for maintaining appointment schedules, responding to written and verbal requests as well as maintaining a communication link across the institution and with external organizations on a variety of human resources related matters. The successful incumbent will produce a wide variety of correspondence including letters, memos, organizational charts, reports, spreadsheets, meeting agendas and minutes; and will also be responsible for making travel and accommodation arrangements. Other duties will include assisting with ongoing and adhoc projects and events, budget development and maintenance, updating the Human Resource Services website, creating and maintaining departmental databases and providing administrative support for collective bargaining.

Minimum qualifications for this position include 5-7 years of recent experience in a similar position, education in a relevant field, and advanced knowledge and experience with word processing, spreadsheet, database, organization chart and presentation software. The successful candidate will demonstrate excellent verbal and written communication skills, the ability to problem solve, and will possess a high level of professionalism and discretion when dealing with sensitive and confidential information. Sound organizational and decision making skills are required as the incumbent must be able to determine priorities and manage multiple tasks with minimal supervision in a complex and fast-paced environment. CHRP designation considered an asset.

If you are interested in this opportunity, please forward your resume, including copies of your post secondary transcripts, quoting competition number to Human Resource Services, Kwantlen Polytechnic University, 20901 Langley Bypass, Langley, B.C., V3A 8G9; Fax to (604) 599-2111 or email to employ@kwantlen.ca.

The committee will begin reviewing applications on **December 18, 2009**. The competition will remain open until the position is filled.

No telephone enquiries please.

*We thank all applicants for their interest in Kwantlen Polytechnic University.
However, only those applicants selected for further consideration will be contacted.*

Advertised through the Association of Administrative Assistants web-site www.aaa.ca