

Assistant to the Executive Officer and Council Secretariat

Reporting to the Executive Officer, the Assistant to the Executive Officer and Council Secretariat is responsible for preparing and uploading agendas, programs and other materials, maintaining corporate records and governance policies, tracking and reviewing expense and compensation submissions, and more.

You are an enthusiastic professional with proven organizational, prioritization and time-management skills, and you possess a high level of integrity, discretion and confidentiality. You thrive in fast-paced environments and communicate effectively, both written and verbally.

You possess strong knowledge of corporate governance practices and corporate and securities regulatory reporting requirements.

Duties

Support and assist the Executive Officer in all aspects of the administration and leadership of the Real Estate Council of BC, including:

- Preparing Council and Committee agendas, programs and materials.
- Acting as a recording secretary, providing supporting information and research, minute-taking and reporting to Council members.
- Uploading Council and Committee minutes to the governance management system.
- Tracking follow-up actions to be taken on decisions and providing information to be brought back to committees as required.
- Maintaining corporate records and organizational governance policies.
- Tracking and reviewing accuracy of Council Member expense and compensation submissions.
- Liaising with Council and Committee members and tracking meeting attendance records.
- Planning and organizing stakeholder meetings and corporate events.
- Monitoring corporate developments and assisting the Council in establishing and managing governance practices and priorities.
- Preparing and maintaining annual calendar of Council and Committee meetings and other key dates.
- Monitoring organizational timelines and action items in order to support ongoing execution of strategic and operational objectives.
- Project coordination for organizational projects and initiatives as assigned.
- Coordinating logistics of the senior management team meetings and agendas.
- Researching and assisting in the establishment and review of Council governance policies and administrative policies for the Council.
- Coordinating organization-wide events and special meetings involving key stakeholders and industry associates.

Skills & Qualifications

Education

- Completion of diploma or post-secondary education in a relevant field (e.g. administrative assistant program, etc.)

Work Experience

- 3-5 years of relevant experience working with an Executive Director / Chief Executive with specific experience in board relations, communication and supporting multiple boards of directors concurrently.
- 3-5 years working in a not-for-profit or government organization.
- Experience working in a regulatory environment would be an asset.
- Familiarity working with multiple sites would be considered an asset.

Skills and Abilities

- Advanced computer skills, including MS Word, Excel, PowerPoint, Outlook and Adobe.
- Demonstrated capacity for working in a team environment as well as completing tasks independently with a minimum of supervision.
- Demonstrated skills in office administration, organization, minute taking and communication in the execution of assigned duties.
- Alignment with the mission, vision, and principles of Real Estate Council of BC
- Strong interpersonal skills, especially the ability to work with the board, staff, and various stakeholders.
- Ability to effectively prioritize work flow and deal with confidential matters and information.