

Executive Assistant
Fort St. John, BC
Closing Date: Open until filled

The primary purpose of this position is to assist North Peace Savings & Credit Union in living out our corporate Mission, "**Helping our members succeed in life.**" and our Service Mission, "**To build rewarding relationships through a superior service experience.**", by delivering outstanding service to both internal and external members and the Board of Directors.

Reporting directly to the Chief Executive Officer, the Executive Assistant provides complex and confidential assistance to the Chief Executive Officer and as directed by the CEO, to the Executive Management team. This position requires extensive involvement with the Board of Directors, Executive Management and Board and Management Committees. Direct contact with outside professionals such as lawyers, auditors, consultants and regulators is required.

The Executive Assistant proficiently uses technology to produce a variety of documents for Executive Management, Board of Directors, Board Committees and Management Committees; composes correspondence for executive signature; sets up appointments and meetings; makes and coordinates Executive Management and Board related travel arrangements; prepares Executive level expense reports; sets up, maintains, performs and controls confidential corporate and member filing and diary systems; assists with the coordination and planning of Annual General Meetings, Peer Group meetings, Board Elections, Board meetings and other special meetings as directed by the CEO; takes minutes at meetings. i.e., Board, Board Committee and Management Committee, etc. At times, may generate minutes for a previously recorded video meeting.

Key Responsibilities

- Deliver service to both internal and external members that is in alignment with the credit union's Service Promises.
 - I promise to be respectful in every interaction.
 - I promise to do it right the first time.
 - I promise to deliver more than expected.
 - I promise to keep it simple and easy.
 - I promise to provide innovative solutions.
 - I promise to create a positive and memorable experience.
 - I promise to significantly improve your financial life.
- Meets all established service goals as measured by internal programs
- Fosters relationship building through service excellence and product knowledge.
- Provides complex and confidential assistance to the CEO and Executive Management team including maintaining a confidential corporate filing system for Executive Management and Board of Directors. Assists with confidential member filings as required.
- Proficiently uses technology to produce a variety of executive documents such as correspondence, agendas, minutes and Board reports; may assist with executive presentations as requested.
- Updates and maintains electronic files, databases and directories; utilizes various applications as required. This involves complex composition and layout of non-routine and confidential documentation.
- Keeps Board informed of meetings and special events.

- Co-ordinates Board, Peer Group and other special meetings as directed by the CEO, including booking and set-up of meeting room(s), times, agenda, Board reports, minutes, attendance, meals, etc. Maintains meeting records. Reviews Director's meeting attendance and makes submission to payroll. Coordinates preparations for the Annual General Meeting with the CEO and Marketing.
- Ensures all Board and Committee action items are met within the Timelines established
- Maintains a database of Board reportable Member complaints ensuring that Management has effectively resolved any Member issues.
- Administers the Aprio Board portal and maintains an expert user level of knowledge in its use, application, and facilitates the training and use of the portal for other users.
- Coordinates Board CUDA, AGM, Directors Forum courses, payments and meeting attendance.
- Coordinates Board and Executive Management travel arrangement as required. Prepares Executive Management expense reports as required.
- Distributes correspondence to other Credit Unions.
- Assists with special projects and research as directed by CEO.
- Takes an active leadership role in influencing organizational teamwork and effectiveness.
- Liaises with internal and external contacts on behalf of Executive Management and Board as required.
- Enables and supports the Board of Directors in effective governance.

EXPECTED OUTCOMES OF THE ROLE

The Executive Assistant's successful execution of their role will result in the following:

- CEO and Executive Management's time and efforts will be focused on value added tasks.
- CEO, Executive Management, and Board schedules, agendas and expenses will be well-managed.
- Board will be enabled to grow and perform with superior governance.
- Reports will be distributed and followed on a timely basis.
- CEO, Board Committees and Management Committees will be supported, coordinated and functioning effectively.
- The office of the CEO will be seen as confidential, trusted, and well-respected.
- In the absence of the CEO, mail and telephone inquiries will be directed to appropriate executive as needed.

QUALIFICATIONS:

The Executive Assistant will possess the following knowledge and skills:

- Advanced Microsoft Office skills with the ability to produce reports/charts and prepare presentations at an executive level.
- Aptitude for learning new software products.
- Ability to work in a highly confidential environment.
- Superior professional and interpersonal skills for dealing with members, employees, vendors, board and committee members; good public relations skills.
- Excellent organizational and prioritization skills.
- Excellent writing, grammatical and spelling capabilities.
- Ability to multi-task in order to satisfy the many demands from various members of the Executive Team.

- Expert knowledge of Credit Union Rules and understanding of Robert's Rules of Order, Financial Institutions Act and Credit Union Incorporations Act.
- Commitment to continuous personal learning.
- Advanced understanding of cooperative corporate governance.
- High level understanding of strategic and operational planning.
- Ability to work flexible hours, including evenings and weekends, to accommodate meetings and travel.

The Executive Assistant will have the following qualifications:

- 3 or more years of service in the role of an administrative or executive assistant
- Post-graduate education
- Ability to type at a minimum of 50 words per minute
- Proven expertise as a note/minute taker for technical meetings
- Completion of the CUDA program.
- Enrolment in CuSource Accredited Director program.

This role description duties may be added, removed or changed from time to time.

If interested please submit cover letter and resume to Olivia Young at careers@npscu.ca

Olivia Young, Senior Manager, People and Culture
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E-mail: careers@npscu.ca
For a complete role description, visit: www.npscu.ca

North Peace Savings thanks all applicants for their interest; however, only those selected for an interview will be contacted.