

## **Employment Opportunity**

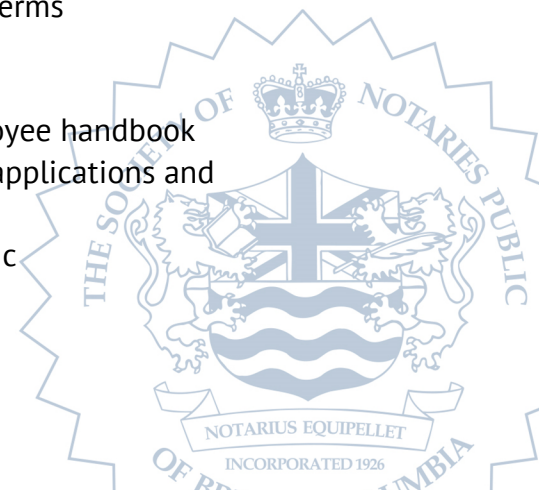
The Society of Notaries Public of British Columbia is the regulatory body for notaries public in BC. The Society is currently looking for an extra-ordinary person to join our team as the:

### **Executive Assistant to the Chief Executive Officer**

This is an exciting opportunity for a skilled and polished executive assistant. Working from our spacious office located in downtown Vancouver, the executive assistant will provide support directly to the CEO as they work with the Board of Directors, committees, senior managers, and contractor with the Society.

The successful candidate will:

- Have demonstrated proficiency in record management
- Experience in writing minutes and reports
- Ability to create presentations and marketing materials
- Knowledge in developing and implementing policies and guidelines organize correspondence, meetings, calendars, and travel
- Organize Board and Committee meetings
- Prepares meeting agenda for approval by the executive officer
- Manage document libraries on Sharepoint/Onedrive for Board and Committee meetings
- Make & maintain records and minutes of Board and Committee meetings
- Maintain and update yearly meeting schedules for executive office, the board, and committees
- Make and keep accurate records of board of directors terms
- Make and maintain committee lists
- Organize the annual election of directors
- Update and maintain the Board Governance and Employee handbook
- Assist in maintaining the membership data, including applications and enrolments
- Reply to inquiries from members and the general public



- Coordinate production of the Annual Report including collecting material from various committee chairs and related organizations
- Organize, coordinate, and support the annual general meeting and other events
- Organize, coordinate, and support education sessions
- Acts as point of contact for the management team
- Develop, design, and implement internal and external communications including email, slideshows, digital, and print content
- Update public and member websites
- Provide assistance to other staff as directed
- Administer internal calendars, groups, and room bookings, and
- Perform other administrative duties, as assigned

### **Qualifications:**

The successful candidate will have a post secondary degree or diploma from an accredited educational institution preferably in business management, marketing, law or communications

This is a position that is well-suited to someone with legal knowledge and/or experience as a paralegal or legal assistant or who has a degree in business administration or similar degree with demonstrated experience working with C-Level executives.

### **Required Knowledge, Skills, and Abilities:**

- Excellent time management skills
- High degree of attention to detail
- Understands confidentiality
- High degree of proficiency in written and spoken English, including the ability to draft formal written communications
- Demonstrates initiative with no supervision required
- Knowledge in developing and implementing task guidelines
- Proficiency in record management

**Workplace conditions:**

The SNPBC has a supportive and collaborative team environment, delivering excellent service to clients, ensuring transparency and integrity with the team and stakeholders in a professional regulatory environment. The SNPBC offers a competitive compensation package including benefits.

The successful candidate will work from the office of the Society which is located in downtown Vancouver.

**Application information: Please read these instructions carefully**

Qualified applicants who are Canadian residents or permanent residents are encouraged to apply by sending, as attachments to an email, a cover letter and resume to [careers@snpbc.ca](mailto:careers@snpbc.ca). Attachments must be in pdf format. No other documents will be opened.

Your subject line must be “Application for the Executive Assistant to the CEO - [insert your last name]”.

Applications will only be accepted by email. No applications will be accepted in person. No phone calls.

Applications will be accepted until **4:00 June 24, 2022**.

**Interview process may commence prior to that date and may be conducted via video conference.**