

Land Title and Survey Authority of British Columbia

Job Description

Job Title:	Executive Assistant
Classification:	Excluded
Division:	Policy & Legal Services
Department:	Office of the VP, Policy & Legal Services
Role Group/Category/Level	Administration, Non-Technical 2
Wage Type:	Hourly

POSITION PURPOSE

This busy, hands-on role provides professional and efficient administrative, operational, and project support to the Surveyor General, the Director of Land Titles, the Vice President, Policy and Legal Services Division, and to other senior positions within the Division, as required. The Executive Assistant must evaluate, plan, and carry out a wide variety of administrative duties to ensure that matters are handled with confidentiality, discretion, and efficiency. The work is carried out in a confidential environment dealing with all governance, legal, legislative and policy matters involving the Division. This includes sensitive and urgent matters, and requires the Executive Assistant to maintain comprehensive knowledge of the LTSA's mandate, priority initiatives, significant current and pending issues and linkages within the executive management group.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Reviews and prioritizes communications and correspondence regarding statutory and policy matters from a variety of sources, including Executive, senior management, legal professionals, senior government officials, key stakeholders, and members of the public.
- Manages processes related to meetings as required, including arranging meeting space, preparing agenda and other meeting materials, taking minutes, preparing and circulating meeting minutes, and tracking action items.
- Organizes legal proceedings and assurance fund claims related to the *Land Title Act* and *Land Act*
- Provides research and supports the Division Management in the collective bargaining process, maintaining a log of future actions, issues and research required for subsequent negotiations.
- Maintains accurate records for inquiries and requests.
- Undertakes routine and special projects and presentations, often on confidential or sensitive matters, conducts benchmarking and analysis and prepares written reports that provide accurate, timely, and key information necessary to support sound decision-making.

- Proactively manages administrative functions, i.e., maintains electronic calendars, resolves identified conflicts, schedules and arranges meetings, conferences, courses, workshops, and appointments, including preparing travel itinerary bookings and required registration.
- Assists with annual general service agreements including processing monthly invoices on behalf of contractors.
- Prepares and maintains accurate expense account reports in accordance with established requirements and policies.
- Develops and maintains effective, current office administration systems (electronic, paper, or hybrid) such as division filing, bring forward, division budget management, correspondence tracking, and scheduling.
- Works collaboratively with all areas of the LTSA to ensure client and service delivery matters are handled in a timely and efficient manner.
- Provides back-up reception duties on a rotational basis, which includes answering calls, responding to requests for information, distributing mail, greeting clients, providing visitors with building access, and directing meeting guests.

QUALIFICATIONS

Education/Experience:

- Completion of a post-secondary diploma or degree in administrative management, legal assistance, or public policy, or the equivalent combination of education and experience.
- Minimum 5 years' experience as an Executive Assistant in progressively more responsible positions, preferably in a legal or quasi-legal environment.
- Experience managing sensitive issues with tact, diplomacy and good judgment in dealing with requests for information from external sources, including the public.
- Experience developing and setting office administrative standards and procedures.
- Experience in supporting executive management, particularly managing electronic calendars, making domestic and international travel arrangements, and facilitating booking of multifaceted meetings, meeting rooms, and catering.

Skills, Knowledge and Abilities:

- Knowledge and understanding of legislation, requirements, hierarchy, and processes related to the activities of the LTSA, protection of privacy, policy administration, and corporate governance.
- Ability to use, identify, and assess situations and to reference, interpret, and apply a variety of policies, rules, and/or guidelines to determine an appropriate course of action.
- Excellent written and verbal communication skills supplemented by sound knowledge of current administrative practices, protocols, and procedures.
- Proficient in Microsoft Office software with emphasis on Word, Excel, and OneNote, as well as experience with SharePoint document management system.

- Demonstrated ability to work with limited supervision in a fast-paced, high-demand environment using effective prioritization and time management skills.
- Establish and maintain effective working relationships while demonstrating good judgment and discretion with a wide variety of individuals or groups both internal and external to the LTSA.
- Manage sensitive issues with maturity, tact, diplomacy, discretion, and good judgment.
- Undertake a proactive approach to identifying and implementing areas for improvement in office procedures.
- Ability to research, analyze information and prepare reports and other documentation.