

# Executive Office Assistant



Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Nov 14, 2024

Published : Oct 14, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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**Location** Vancouver, Canada **Job Code** 24-191

YVR is a place of connection, bringing together people, places and cargo while ensuring a safe and efficient experience for everyone. Executive Office is integral part in the continued success and future vision of the Vancouver Airport Authority

### Position overview

Do you have an exceptional organizational skill and have keen attention to details?

We have a permanent, full-time opportunity for an **Executive Office Assistant**. Reporting to the Manager, CEO Office, this role provides confidential support to the Office of the CEO, provide additional support to the Executive Office and coverage for all other Executive Assistants where possible.

### Key responsibilities include:

- Provide confidential administrative support to both the Office of the CEO and the Executive Office.
- Maintain correspondence and calendars, including scheduling and/or rescheduling appointment with focus on pre-active and strategic time management.
- Maintain accurate records, ensuring key information and contacts are updated, assist in preparing materials (i.e. briefings, reports, agendas).
- Book travel arrangements and administer various financial functions (i.e. Invoices, expense claims, purchase orders).
- Provide coverage for other Executive Assistants.

### Key qualifications include:

- 1-2 years' post-secondary education or completion of a college certificate or diploma, preferably in Office Administration or an equivalent combination of training and experience.
- At least 2 years administrative support experience at an Executive level.
- Proven experienced in preparing reports, briefing and agenda.
- Ability to coordinate internal and offsite meetings.
- Strong organizational skills in order to multitask and work under pressure.
- Strong work ethic, professional and reliable, with a passion for what you do.

This position is open to both Vancouver Airport Authority employees and external applicants. Previous job performance will be taken into consideration for all internal candidates that apply for this position.

As part of our recruitment process, short-listed candidates may be required to participate in an assessment process.

**Salary Range :** \$55,120 to \$79,235 per annum, based on a 37.5-hour work week. This is individually tailored to reflect your unique experience, qualifications and internal equity. Performance-Based Incentive: Eligible for an annual bonus target at 5% of your annual salary.

At YVR, your work experience goes beyond the paycheck. We support your personal and professional development, well-being, and a thriving work culture with generous vacation days, extensive health benefits, retirement savings matching, wellness programs, community engagement, commuting support, and continuous learning opportunities. Learn more at <https://careers.yvr.ca/benefits>.

Please note that availability may vary based on employment type and is subject to certain eligibility requirements and potential changes by YVR. **Who We Are**

YVR is more than just an airport. We connect our beautiful province and all it has to offer to the world. We are all leaders and trailblazers for change and innovation, so no matter the department or team you're a part of, the work you do matters.

At YVR, we are flexible in everything we do. We will work together to find ways to deliver customer excellence that helps us all thrive.

Whatever your background and wherever you're from, you belong at YVR. If you have any questions about accessibility or require any assistance applying, please reach out at [careers@yvr.ca](mailto:careers@yvr.ca).

[Apply for this job](#)

## Education & Experience

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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