

EMPLOYMENT OPPORTUNITY

Administrative Assistant (Temporary / Full-time)

HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, and diverse faiths) to apply for career opportunities within our organization.

HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits, and ongoing recognition to maintain work/life balance.

WHO WE ARE

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. HSA represents more than 20,000 health science and community service professionals at over 265 hospitals and agencies in acute care, long-term care and community health across the province. In addition to negotiating collective agreements for its members, HSA works to preserve and promote public health care in Canada through campaigns and affiliations. For more information about HSA, please visit our website at hsabc.org.

WHAT WE ARE LOOKING FOR

HSA is looking for an experienced individual to fill the temporary, full-time position of Administrative Assistant in the Servicing Department at its office in New Westminster, British Columbia until May 16, 2025. Under the general direction of the Membership Services Coordinator and reporting to the Department's Administrative Supervisor – Servicing, this position provides administrative and secretarial support to Labour Relations Officers to assist them in carrying out their duties.

DUTIES AND RESPONSIBILITIES

- Create, format, and proofread complex and detailed digital documents, including mass merges;
- Screen correspondence and agendas, take appropriate preliminary actions based on departmental requirements and directions, and anticipate related requirements;
- Ensure timely delivery and routing time sensitive materials;
- Scanning of all documents onto the case files on the portal;
- Maintain records and reference materials for team members according to the HSA records system;
- Work collaboratively within the departmental team to establish work flow and set priorities;
- Maintain team member files on preferences, profiles, schedules, work flow, travel and frequent contacts
- Make travel and meeting room arrangements as assigned, liaising with vendors and verifying details according to travellers' profiles, schedules, and preferences;
- Take initiative in seeking out and implementing improved processes on an ongoing basis in collaboration with the team and colleagues;

- Flag competing demands and negotiate for resolution, seeking out alternate solutions;
- Collaborate with team members and share expertise on standard support practices and process improvements;
- Prepare agendas and take minutes or verbatim record of meetings, as assigned;
- Answer and process telephone calls in a courteous, positive and professional manner;
- Provide reception relief, when requested; and
- Other related duties.

QUALIFICATIONS & REQUIREMENTS

- Successful secondary school completion or equivalent;
- At least one year of office administration or secretarial training;
- Minimum of five years' senior administrative assistant experience is preferred;
- Demonstrable advanced word processing skills with MS Word;
- Demonstrable intermediate Excel skills and other MS Office applications;
- Demonstrable ability to create, format, and proofread complex documents and basic spreadsheets;
- Commitment to equity, diversity, decolonization, and inclusion
- Excellent organization and attention to detail;
- Excellent oral and written English communication skills; including professional telephone etiquette;
- Demonstrable ability to work to tight deadlines and competing demands, both independently and as a team member;
- Ability to take minutes of meetings, including accurate recording of key concept discussions and action items;
- Ability to communicate about and negotiate resolution of conflicting demands and priorities;
- Ability to take direction and to work independently with minimal supervision;
- Ability to anticipate needs and take preliminary actions;
- Flexible and able to learn new skills and tools as required; and
- Ability to maintain calm and professional manner under difficult situations.

SALARY RANGE: \$63,161.28 to \$74,149.92 annually, based on a 36-hour work week as per the HSASU/HSA Collective Agreement. Most new hires are initially placed at the starting salary with set progressions to the maximum.

In addition to a competitive salary, HSA offers a generous total compensation package that includes extended health and dental benefits, life insurance, income protection, pension plan, wellness and Employee Assistance programs, commuting support, and educational opportunities. Please note that eligibility is based on employment status.

HOW TO APPLY

If you are interested in applying for this opportunity, please email your cover letter and resume outlining how your qualifications meet the position requirements to hr@hsabc.org, referencing posting number **LR-AA-T1124** and position title in the subject line.

Closing Date: December 20, 2024

No phone calls please.

We thank all applicants for their interest and advise that only those shortlisted will be contacted.