

Executive Assistant, Vice President, Finance

Senior Leadership Team

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

The Executive Assistant to the Vice-President, Finance and Administration (Vice-President) is accountable for providing confidential administrative support to the Vice-President and all Committees that the Vice-President is responsible for, in a wide range of activities including: financial operations, project management, stakeholder relations, budgeting, policy and procedure development, human resources, research, preparation of correspondence and strategic planning. This includes ensuring meeting and briefing materials are prepared/provided, leading and supporting projects, issues management and supporting meetings by managing logistics, calendars and taking minutes.

REQUIRED QUALIFICATIONS

- Post-secondary education in business, management, office administration or related discipline. An equivalent combination of education and experience may be considered.
- Several years' experience at a senior administrative level, in an executive or professional office setting
- Advanced calendar management skills, with experience organizing and recording the proceedings of multi-stakeholder meetings
- Demonstrated ability to provide elevated level of customer service and in developing and maintaining relationships with internal and external stakeholders based on clear communication, trust, respect and appreciation for others' needs and perspectives
- Experience working effectively within a complex and fast-paced environment
- Experience in review and management of office budget, identifying and resolving discrepancies
- Advanced verbal and written communication skills including the ability to persuade and negotiate with a variety of stakeholders
- Advanced skills in compiling, drafting and/or editing documents and speeches that range in complexity
- Experience conducting research projects of varying complexity
- Advanced skills and experience in MS Office, including Word, Excel, PowerPoint, Visio, Outlook, and MS Project
- Experience scheduling travel arrangements for Executive and group travel
- Demonstrated ability to take initiative and to work both as a team player and with independence
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Understanding of project management and change management fundamentals
- Experience leading small scale projects
- Experience in compiling senior level briefing documents

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

COMPETITION NUMBER

2021-002

CLOSING DATE

January 22, 2021

SALARY

\$53,165 - \$69,090 per annum*

**The successful candidate will receive a market supplement of \$11,461 to \$14,941 per annum respectively, pro-rated on an hourly basis.*

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At Red River College we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr