

A CAREER BALANCING WORK LIFE



EXECUTIVE ADMINISTRATIVE ASSISTANT- LEGAL

The executive administrative assistant is responsible for performing diverse and highly confidential secretarial and administrative support duties at the Senior Executive level. Due to the reporting level, this job requires extreme tact, discretion, and judgment in handling confidential and sensitive information relating to WorkSafeBC policies and operations.

As a qualified candidate, you're able to:

- Excellent interpersonal skills and the ability to exhibit a high level of professionalism
- Strong organizational, time management, and project management skills with a demonstrated ability to work both independently and within a team environment
- Demonstrated ability to effectively communicate both orally and in writing on confidential and sensitive information, while using discretion and tact with a wide variety of internal and external stakeholders
- An above average ability to take initiative in complex matters and be proactive
- A demonstrated ability to lead by example

You possess the following qualifications:

- Significant and recent experience as an executive assistant and/or litigation secretary
- Three to five years working knowledge of Microsoft Word, Excel, and PowerPoint

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take an unpaid leave of absence for the care and nurturing of your children.

More information on this position and information on how to apply is available at www.worksafebc.com/careers.