

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant (12-Month Contract)

POSITION CATEGORY: Human Resources

SCHEDULE TYPE: Full-time

POSITION LOCATION: On-site

PRPA Head Office
Prince Rupert, BC V8J 1A2, CAN

POSITION SUMMARY

Reporting to the Vice President, Commercial and Regulatory Affairs, the Administrative Assistant provides a wide range of confidential executive level administrative support to the Vice President (VP), ensuring the smooth operations of the fast-paced office, and contributing to the overall efficiency and effectiveness of the VP's role. The Administrative Assistant also provides indirect assistance to various Human Resources functions, duties, and initiatives.

POSITION ACCOUNTABILITIES

- Provide a broad range of confidential executive, administrative support to assist in maintaining the effective and smooth operation of the Vice President, Commercial and Regulatory Affairs activities, schedules and office administration.
- Manages the VPs calendar across multiple time zones including the coordination of complex executive meetings, internal and external activities, and proactively addressing conflicts and prioritizing appointments using a variety of online meeting platforms.
- Maintains a schedule of regular meetings with members of the PRPA Executive Team, Board of Director's Committee Chairs, instrumental PRPA employees, and members of the Human Resources team to gauge the pulse and progress of key strategic indicators of the PRPA Strategic Plan.
- Arranges complex and detailed travel plans for VP's travel and accommodation for attendance at conferences and meetings, may include domestic and international, as required. Prepares, reconciles, and processes associated expense reports.
- Assists and supports the VP in preparation of the department's strategic initiatives documents and special projects, including preparation and reviewing of briefing notes,
- Assists in the development of highly confidential Human Resources Planning documents, Management Reports, Board of Director's submissions, etc.
- Interacts with members of the Board of Directors, Executive Leadership Team, senior managers/directors and administrative support staff across the organization to convey information and professionally represent the interests of PRPA.
- Prepares, drafts and proofreads a variety of public and confidential documents, correspondence, memoranda, presentations, reports, contracts and proposals, including those for Board and Executive audiences.

- Ensures VP is aware of time-sensitive tasks and/or deliverables, such as background briefing materials for meetings, conferences, or appointments.
- Participates in ad-hoc event committees and assist with meeting preparations, assist in the development of draft agendas, gather background materials, attend and record proceedings, prepare and distributes minutes, and take follow-up actions, where required.
- Provides a bridge for smooth communication between the VP's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Liaises with external organizations on behalf of the VP to respond to and/or share information and ensure follow-up by relevant personnel on emergent issues.
- Participates in departmental and project meetings for purposes of recording activity, meeting discussions, action items, and outcomes for corporate records.
- Proactively identify issues, projects, and activities to ensure the VP is made aware of urgent and emergent issues as appropriate.
- Assists in the departmental procurement process for the securement of Consultant and Specialized External Services, including the drafting of Services Agreements, the processing of purchase requisitions and invoices are authorized for payment and submitted for payment.
- Assists in budget development, monitor monthly departmental expenditures, and process VP expense reimbursements and invoices.
- Provides administrative support to the Executive Offices as required.
- Performs other duties as directed by the VP.

WORKING CONDITIONS

- Works predominately in an office environment.
- Regular, full-time position (37.5 hours per week). Regular working hours are Monday to Friday, 8:00 AM to 4:30 PM, with a one-hour lunch break (unpaid).

JOB SPECIFICATIONS

- Diploma in Business Office Administration or related field.
- Post-secondary education in Human Resources is an asset.

Related Experience

- Minimum 3 years' progressive experience in a corporate business environment at the senior level.
- Excellent computer skills, including proficiency in Microsoft Office 365, especially Microsoft Word, Excel, Outlook, PowerPoint, One-Drive/SharePoint, and Teams.
- Experience working with, or the ability to quickly learn, a computerized Human Resources Management System, and similar software applications is an asset.

Other Requirements

- Commitment to PRPA's Vision and Mission.
- Well-developed communication and interpersonal skills to effectively communicate and collaborate across all levels within and outside the organization.
- Demonstrated ability to employ tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature.
- Proactive in anticipating needs and seeking solutions, forward-thinking and able to identify areas where you can support even if not directly requested.
- Excellent organization, time management, and attention to detail.
- Strong writing skills are essential, including correspondence, reports, presentations, and minute-

taking.

- Resilient. Embraces and thrives on change. Able to work in a fast-paced environment with demonstrated ability to handle multiple completing tasks and demands while maintaining a positive attitude in the face of changing deliverables.
- Enthusiastic and self-motivated. Works well individually as well as in a team environment.
- Basic knowledge of related Canada labour laws.
- Able to obtain security clearance under Transport Canada's Security Clearance Program.
- Possess valid Class 5 Driver's Licence.

The base hourly range for this role is \$33.88 to \$42.35

Equity, Diversity, Inclusion and Belonging are at the heart of PRPA's culture and play a vital role in our growth strategy. We are committed to ensuring that everyone feels a sense of belonging and can contribute to their maximum potential. Our differences are the reason great things happen here. If you are an applicant in need of accommodation or special assistance throughout the interview process, please submit a request by email to careers@rupertport.com.

Individuals of Indigenous descent are strongly encouraged to apply.

Interested applicants please submit your resume to: careers@rupertport.com