



Meewasin Valley Authority
402 - Third Avenue South
Saskatoon, Saskatchewan
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Phone (306)665-6887
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Meewasin

EMPLOYMENT OPPORTUNITY

POSITION: Executive Secretary/Office Manager

SALARY: \$55,387 - \$67,323 (dependent on education and experience)

START DATE: April 2019

OTHER: Full time position. Vacation starts at 4 weeks and 8 EDO days per year can be earned in addition. Pension contribution, health, dental, disability & life insurance.

LOCATION: 402 Third Ave South, Saskatoon SK

JOB DESCRIPTION: Attached

TO APPLY: Please email cover letter and resume, in one PDF document, marked "Executive Secretary/Office Manager" to jobs@meewasin.com

DEADLINE TO APPLY: April 12, 2019.

For more information visit www.meewasin.com

**MEEWASIN VALLEY AUTHORITY
JOB DESCRIPTION**

POSITION: Executive Secretary/Office Manager

PURPOSE

Under the supervision of the Chief Executive Officer, the Executive Secretary/Office Manager is a management position responsible for supervising secretarial and clerical services to the organization; performing high-level confidential secretarial duties; researching information; providing executive services to the Board of Directors, Chief Executive Officer, and others who are assigned from time to time at the direction of the Chief Executive Officer.

Accountabilities:

1. Organization of meetings for the board, committees, management, staff:

- organize, develop and distribute concise meeting information packages including agenda consistent with board and management team requirements
- communicate with all members regarding meetings, attendance, quorum requirements and other general inquiries
- arrange meeting space and all functional and technological requirements
- update board and committee orientation packages and processes
- maintain records on memberships and appointment, communications with appointing participating parties, and board member appointments to committees
- ensure appropriate and timely flow through of all decisions and recommendations through to board
- transcribe dictation and/or handwritten materials and editing of a highly confidential nature including correspondence, reports, minutes and memorandums
- write letters, reports and minutes, including typing and filing of correspondence, reports and minutes

2. CEO Coordination and support

- compile high level briefings or acquire information on behalf of the CEO, collaborating internally and externally where appropriate
- coordination of CEO schedule, meetings, and communications, anticipating needs and requirements whenever possible in advance
- pre-approval, preparation, oversight and review of documents and communication for CEO's approval, trouble shooting and correcting errors when necessary
- support the CEO with Meewasin's strategic performance and reporting through maintaining a strategic reporting framework

3. Freedom of Information and Privacy Officer

- Receive applications for access to information, assemble materials and responses in a timely manner
- help train and coordinate other staff relative to Meewasin FOI obligations
- quarterly reporting to the government

4. Supervision and office management

- Recruit, train, schedule and retain secretarial staff
- Delegate and organize the clerical work load and ensure that the secretarial staff work together comfortably, relieve where required.

- Assist in orientation and training sessions for new employees by providing relevant information of all office functions, including set up of new hire work stations
- Coordinate ordering of office supplies based on needs of all staff at all locations
- Collaborate with Director of Operations to ensure all telephony and technological needs are met for a high functioning office

5. Filing Systems

- develop and maintain active and archival filing systems and associated policies for office material, including general files, digital information (i.e. cd library), development review applications, locked personnel, legal, CEO/board records, and fireproof report collection cabinets
- maintain indexes for all file systems and keys
- train staff on the proper use of the filing systems

Education & Experience

The ideal candidate will have completed post-secondary education in a related field with three to five years experience in an executive role with supervisory experience. A Proven typing speed of 60 wpm with effective experience in written communication and significant experience in MS Office Suite and Adobe will be considered an asset. Proven knowledge and past experience of trouble shooting office equipment such as fax, copier and telephone systems.

Required Competencies

- Strong competence in the ability to problem solve and make decisions, anticipating situations and needs for a high functioning organization.
- Acute ability for problem solving and decision making based on organization's policies and practices.
- Strong attention to detail and a desire for accuracy with ability to action items and multi task within a fast paced work environment.
- Effective experience in leadership of teams and people and proven ability to work across organizational lines to achieve optimal results of the organization.
- Demonstration of the ability to adapt and thrive to changing priorities and circumstances
- Proven ability to communicate in a wide variety of situations including over the phone, face to face and in writing.