

PERMANENT EMPLOYMENT OPPORTUNITY
Executive Administrative Coordinator
Halifax, Nova Scotia

About the Workers' Compensation Board of Nova Scotia

WCB is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

As we focus on service improvement and better outcomes for the workforce of tomorrow. Leveraging significant investments in people, processes, and technology over the past several years, we are committed to working differently in the future to drive greater service experience, innovation, opportunity, and outcomes for Nova Scotians.

About the Role

WCB NS is seeking an **Executive Administrative Coordinator (EAC)** who is a collaborative, team player who takes personal accountability to deliver on what is expected and strives for service excellence every day. The EAC demonstrates superior communication, planning and time-management skills, including a good working knowledge of practices and processes related to the functioning of an Executive Team.

Reporting to Manager, Executive Services, The EAC's work involves a range of activities necessary to ensure the effective, efficient, and smooth operational management of the Office of the CEO, Executive Team, Chair, and Board of Directors. The EAC assists executive and board members, coordinates the planning and implementation of the executive office's activities and projects in order to support the attainment of WCB's strategic objectives while maintaining the highest standard of quality.

Key Responsibilities include:

- Ensures that the Executive Leadership Team (ELT) shine by deftly managing their complex, ever changing schedules. The EAC provides support to executive members and the Chair, including but not limited to management of Executive's calendars and incoming and outgoing communications by ensuring time sensitive priorities are surfaced for attention or delegated to others as appropriate, and that approvals on behalf of the CEO/executive are prioritized accordingly.
- Acts as first point of contact for access to members of the Executive and the Chair of the Board and is key to affecting an appropriate balance between managing time and ensuring reasonable, appropriate accessibility.
- Develops and maintain relationships such as with internal departments, external clients, vendors and professional affiliates to efficiently support and advise the ELT by managing the overall effectiveness of the executive office.
- Leverages their knowledge, insights, and experience to provide input at ELT Meetings. The EAC is often assigned tasks that come out of meetings and is required to report back on the progress of their work.

- Participates in the planning and development of short- and long-term goals, objectives and priorities of the ELT. This includes participation in cyclical planning sessions with the Executives.
- Leads and coordinates a broad range of functions that ensure the efficient and effective management of the Executive Office (EO). The EAC plans and coordinates activities including the management of office equipment, ordering of supplies, all internal and external communications, and records management while ensuring all executive operations are in compliance with internal policies and procedures.
- Proactively ensures the CEO and executive team members are prepared in advance for external outreach, speeches and meetings by monitoring follow up items and logging issues using an action tracking system.
- Schedules briefings and reviews and revises correspondence and other documents using their executive operations knowledge, experience and judgement on behalf of the CEO and Chair of the Board.
- Researches and develops reports, requests and reviews materials for executive, provides advice, and is responsible for the coordination of special projects on behalf of the CEO or Executive members as required.
- Understands and leverages the Executive Office's relationships in order to influence internal and external stakeholders by providing advice, assistance and options on how to best advance the goals of the Executive Office.
- Maintains attendance records; coordinating schedules, booking meetings, meeting rooms, accommodations, and travel; ensuring compliance to procurement practices.
- Creates and distributes agendas and taking or transcribing minutes.
- Other duties as assigned.

About You

You will possess a 2-year Office Administration diploma plus five years' experience working in an executive team environment.

You must demonstrate superior communications skills, both verbal and written, with the ability to communicate effectively.

You come with a natural ability and experience to determine priority of various tasks with limited supervision.

You are proficient with Outlook, Word, PowerPoint and Excel, SharePoint, records management, and database management.

Your excellent attention to detail, organizational and interpersonal skills, and a high degree of judgement and initiative in responding to matters as they arise will make you successful in this role.

You are known for your superior customer service skills and can create a relationship of trust beyond the immediate interaction.

Application Details

Please email your resume and cover letter to hrdept@wcb.ns.ca by **4pm on May 16, 2025**. In the **subject line** of your email, please quote your name and competition number: **JV 60-25 EXT – EAC**

The Offer

Any offer of employment will be conditional upon the completion of all applicable background checks,

confirmation of credentials, and a valid Driver's Abstract, the results of which must be satisfactory to the WCB.

Perks of Joining Our Team

- We offer a competitive compensation package
- Flexibility/Hybrid work model
- Comprehensive Benefits Plan-
 - Health and Dental Insurance
 - Health Spending Account
 - Life Insurance
 - Long-Term Disability (LTD) Insurance
- Ongoing professional development opportunities
- Employee Referral Program
- A passionate team and a supportive work environment

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews.

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives. We are committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).

