



EXECUTIVE ASSISTANT EMPLOYMENT OPPORTUNITY Halifax Nova Scotia

About the Workers' Compensation Board of Nova Scotia

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.



About the Role

WCB NS is seeking an **Executive Assistant** who is a collaborative, team player who takes personal accountability to deliver on what is expected and strives for service excellence every day. The Executive Assistant 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.

The Executive Assistant'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 EA 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 CEO, and Executive Team shine by deftly managing their complex, ever changing schedules. The EA 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 Executive team by managing the overall effectiveness of the executive office.
- Leverages their knowledge, insights, and experience to provide input at Executive Team Meetings. The EA 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 Executive Team. This includes participation in cyclical planning sessions with the Executive Team.
- Leads and coordinates a broad range of functions that ensure the efficient and effective management of the Executive Office (EO). The EA 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.
- Provides administrative support to Executive members and the Chair, including but not limited to: maintenance of Executive ~~date~~ calendars, including proactive monitoring of calendars and in-boxes to ensure any action items or time sensitive items are brought to their attention or are delegated to the individuals as appropriate.
- 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.



As an ideal candidate:

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.

We offer a competitive compensation package including a salary range of \$56,896 to \$71,053.

Application Details

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to hrdept@wcb.ns.ca by **4 pm, February 7, 2023**. In the **subject line of your email, please quote competition number: [JV 15-23 EXT](#) Executive Assistant**.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.

WCB embraces a culture of belonging in the workplace. No matter who you are, where you're from, how you think, what you believe in, or who you love, we welcome your application. We all come from different backgrounds and different walks of life, bringing in unique perspectives and experiences. We encourage applications from 2SLGBTQ+, Black, Indigenous and People of Colour (BIPOC), women, newcomers to Canada, and people with disabilities. WCB Nova Scotia is an equal opportunity employer committed to supporting and developing our employees. Visit our website at www.wcb.ns.ca.



WCB Nova Scotia champions safety and promotes a diverse and respectful workplace. We are a scent and allergy reduced environment.