

Executive Assistant, Vice-President Finance and Administration

Finance and Administration

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

The Executive Assistant, Vice-President, Finance and Administration (VPFA), ensures the effective management and work flow of the Vice-President, Finance and Administration. The incumbent is accountable for providing confidential administrative support to a wide range of activities including: strategic planning, finance operations, project management, stakeholder relations, budgeting, policy and procedure development and human resources. The incumbent also researches various topics, drafts, prepares and/or edits correspondence, reports and documents on behalf of the VPFA. The incumbent also undertakes projects working directly with the VPFA, assists with issues management and is responsible for providing meeting support, including taking comprehensive minutes, as required within the portfolio. The incumbent ensures the effective operation of the VPFA's office by directing and maintaining the flow of work, triaging situations, coordinating schedules, and facilitating communications with a broad range of stakeholders.

Preference will be given to Indigenous people, visible minorities and persons with disabilities.

REQUIRED QUALIFICATIONS

- Post-secondary education in business, management, office administration or related discipline. An equivalent combination of education and experience may be considered
- Several years experience at a senior administrative level, in an executive or professional office setting
- Advanced calendar management skills, including the coordination of complex, multi-stakeholder meetings
- Demonstrated ability to exercise sound judgment with a high degree of integrity with highly confidential, sensitive and difficult matters
- Strong writing skills demonstrated by experience in both preparing documents and correspondence as well as the ability to edit such for clarity, conciseness and grammatical correctness
- Experience drafting comprehensive meeting minutes
- Advanced verbal skills to communicate effectively with a variety of internal and external stakeholders
- Demonstrated ability to foster and maintain relationships with internal and external stakeholders based on trust, respect and appreciation for others' needs and perspectives
- Experience scheduling travel arrangements for executive and group travel
- Effective decision making and problem solving skills, with the ability to resolve conflict through influence and negotiation
- Exceptional organizational and time management skills, with the ability to deal with shifting priorities and simultaneous demands, while maintaining a professional presence
- Experience in both electronic and physical document management
- Advanced skills in MS Office, including Word, Excel, PowerPoint, Outlook, and MS Project
- Experience in review and management of an office budget, identifying and resolving discrepancies
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Ojji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-146

CLOSING DATE

August 10, 2022

SALARY

\$64,626 - \$84,031 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr