



## Employment Opportunity Executive Assistant

**Posting Number:** 24-16  
**Duration:** Permanent, Full Time  
**Location:** KVA Office  
**Hours:** 37.5 hours per week  
**Salary Range:** \$51,719 (Level 1) + Benefits

### Scope of Responsibilities

- Reports directly to the Executive Director and Manager of Finance and Administration and functions as the Executive Assistant for the KVA. Works closely with all KVA office staff and assists all departments (Marketing & Events, Finance, Executive) with a broad range of administrative tasks
- The key communication conduit for the Board of Directors and is responsible for all aspects of setting up, organizing and facilitating all Board-related meetings
- Provides general administrative oversight (assisting all departments with a broad range of administrative tasks, front line reception duties, email enquiries, mail, filing, etc.)
- Supervises, mentors and evaluates KVA Administrative staff and insures that duties are completed in a timely manner according to established practices
- Provides property management support services specific to the KVA Housing Complex
- Supports the Executive Director in membership engagement and management activities
- Assists the Manager of Finance & Administration with payroll administration and cheque preparation and disbursement
- Perform other duties as specified by the Executive Director or the Manager of Finance & Administration

### Experience and Ability

- Must have post-secondary education in administrative services or an equivalent combination of education and work experience
- Must have a good understanding of administrative roles and responsibilities with demonstrated experience, or proven transferable skills and abilities
- Local knowledge with tourism sector background or financial experience is an asset
- Must have good knowledge and work experience using office systems
- Must be personable, trustworthy and dependable and must have good organisational and multi-tasking skills and proven ability to successfully and cooperatively complete tasks within time sensitive deadlines.

### Deadline

Applications will be accepted until position is filled. Applications with cover letter, résumé and current references may be submitted in-person to KVA Offices or by email at [kva@dawson.net](mailto:kva@dawson.net).

We thank all applicants but only short listed candidates will be contacted.

### Contact

For additional information or a detailed job description, please send your request to [rmawunganidze@dawson.net](mailto:rmawunganidze@dawson.net) or [jhnetka@dawson.net](mailto:jhnetka@dawson.net).