



Job Posting: Executive Assistant

Beulah Alliance Church invites applications for the full-time position of Executive Assistant to our Director of Operations at our West Campus location.

This position is responsible to provide high level support to ensure the administrative tasks and support functions required by the Director of Operations are completed in an effective, efficient, and appropriate manner. This includes meaningful contributions to Human Resource functions.

We are looking for someone with a background in Human Resources who can utilize their knowledge and experience to provide high level administrative support to the Executive Office. The successful candidate will have a proven track record providing senior level administrative support to executives and outstanding interpersonal and communication skills. They will possess the ability to multi task and work effectively with little or no direct supervision while proactively managing multiple tasks in a fast paced environment. In addition to being adaptable and open to change, the incumbent must have high standards of ethics and confidentiality to handle sensitive information. They will bring a minimum 5 years of related work experience and preference will be given to those with a diploma or degree in Human Resources or related area.

The **Executive Assistant** is responsible to/for:

Activities for the Director of Operations

- Draft, type, and edit correspondence, schedules, reports, memos and confidential material.
- Provide day-to-day senior level administrative support to the Director of Operations' portfolio including routine operations, key strategic initiatives and special projects.
- Provides high level calendar management. Prioritizes inquiries and requests while troubleshooting conflicts with little guidance; making judgments and recommendations to ensure smooth day-to-day functions.
- Record, transcribe, and distribute minutes of team meetings.
- Book facilities and make necessary arrangements for events and activities.
- Act on Director of Operations' behalf as agreed upon on a project by project basis.
- Coordinate and oversee the execution of special projects and special events.
- Assist with research and preparation for internal and external committee work of the Director of Operations.

Human Resource Activities

- Assist in employee performance management and improvement
- Provide administrative support pertaining to employee relations and culture, including event planning.
- Support with recruitment and onboarding processes such as posting positions, reviewing/assessing resumes, coordinating interviews, conducting reference checks, preparing offer letters, facilitating new hire documentation and participating in new staff orientation as needed.
- Ensure integrity of employee records and HR filing system.
- Research and provide counsel as required.
- Draft policies and procedures as need is identified.
- Maintain employee confidence and protects office functions by keeping information confidential.
- Maintain current knowledge of human resources policies, procedures and applicable legislations.
- Assist with the day-to-day efficient operation of the HR office.

If you believe that God may be calling you to this position please submit your resume and cover letter including salary expectations to resume@beulah.ca. No phone calls please.