

June 11, 2019

**Company:** Sunshine Coast Credit Union

**Location:** Sunshine Coast, BC

**Job Type:** Full Time



## **EXECUTIVE ASSISTANT**

Sunshine Coast Credit Union is an ambitious full-service co-operative financial institution committed to enriching the lives of its members and the wider community as much as possible. Operating on the Sunshine Coast for over 78 years, with more than \$700 million in assets under administration, Sunshine Coast Credit Union serves over 17,000 members through 3 locations along the Sunshine Coast, BC

*An exceptional career & vibrant lifestyle. Have it all at Sunshine Coast Credit Union*

### **What's the job?**

We have an exciting opportunity for an experienced Executive Assistant to join our team. This position contributes to enriching member's lives by providing administrative and personal support to the Board of Directors, Chief Executive Officer (CEO), and other executive and management as required. This role prepares a variety of complex and confidential documentation, arranges meetings, coordinates events, takes meeting minutes, and organizes appointments and travel. The Executive Assistant will also administer general governance tasks, prepare required filings for government regulators and auditors, and perform a diverse array of responsibilities.

### **What do you bring?**

We are looking for an individual who is incredibly organized, with an ability to prioritize workflow and anticipate needs. The successful incumbent will be adept at problem solving, self-motivated, and have excellent administrative and communication skills. This position requires an individual who has the flexibility to work non-standard hours, on occasion.



CoachingWise is an International Coach Federation designation that recognized an organization's commitment to building and sustaining a coaching culture, assisting employees at all levels to achieve tangible business results, improve their leadership skills, and unlock their potential to grow as individuals.

## Who we are looking for?

- A post-secondary diploma or degree in a related field.
- 3 to 5 years' experience in a senior administrative role; an equivalent combination of education and experience may be considered.
- Proficiency in Microsoft Office applications.
- Excellent communication, problem solving, prioritizing, researching, and networking skills.
- Demonstrated ability to make decisions, critically think, establish strong working relationships, and work independently.

## Why Join Sunshine Coast Credit Union?

- We support your ongoing learning and development.
- Offer opportunities for career progression.
- Employees do what's best for our members. Every day.
- Comprehensive health and pension plans.
- We make an impact in our local community by donating our time, money and expertise.

To learn more about us, please visit our website at [www.sunshineccu.com](http://www.sunshineccu.com).

## How to Apply

If you are interested in this exciting opportunity, please send a current resume and cover letter in confidence via e-mail to: [yourfuture@sunshineccu.net](mailto:yourfuture@sunshineccu.net)

## Closing Date: June 25, 2019 @ 7pm

We thank all candidates for their interest, however, only those selected for an interview will be contacted.



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