



An Exceptional Career & Vibrant Lifestyle. **Have it All at Sunshine Coast Credit Union.**

Sunshine Coast Credit Union is one of the Coast's largest and most well-respected employers, proudly providing financial solutions to over 16,000 members. If you are looking to further your career at a fast growing organization where initiative is encouraged, we are interested in hearing from you.

CAREER OPPORTUNITY **Executive Assistant** **Administration Branch**

Under executive direction the Executive Assistant contributes to enriching member's lives by providing administrative and personal support to the Board of Directors, Chief Executive Officer (CEO) and at times the other executive and management staff. This position administers general governance tasks and prepares required filings for government regulators and internal and external auditors. This position requires an organized, efficient individual with the demonstrated ability to effectively prioritize workflow while regarding the CEO's time as most valuable. This position prepares a variety of complex and confidential documentation, organizes Board and other meetings and takes minutes as well as organizes appointments and travel arrangements for the Executive and Management teams and the Board of Directors. The Executive Assistant will be adept at problem solving and time management, be self-motivated and have excellent prioritizing and communication skills.

QUALIFICATIONS

Secondary school graduation with 2 years of post-secondary education in the administration field. Three to five years of experience in a Senior Administrative Role, preferably with in a Credit Union. An equivalent combination of education and experience will be considered. Proficiency with Word, Excel and other Microsoft Office software and various business equipment is required. In addition, the employee must have completed or be willing to complete specific Credit Union Courses

HOW TO APPLY

For complete details on the job duties and responsibilities, please refer to the job description posted on the Intranet. Additional detail about the position is also available through Human Resources. If you are intrigued by this opportunity, please submit a current resume and cover letter in confidence to Human Resources by email:

yourfuture@sunshineccu.net.

CLOSING DATE: November 23, 2018 @ 7pm

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



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.