

## **Employment opportunity: Executive Assistant to HEU's Officers**



Are you an experienced Executive Assistant interested in working for a respected health care union with a large and diverse membership, and a broad social justice mandate? Do you have a strong commitment to progressive social change and the promotion of fair wages and safe and healthy workplaces? If so, we want to hear from you.

The Hospital Employees' Union (HEU) is looking for an organized and skilled individual to fill the position of **Executive Assistant to HEU's Officers** at its provincial office in Burnaby, British Columbia. This is a permanent, full-time position that is an integral part of the senior leadership team.

The Executive Assistant (EA) to HEU's Officers provides complex and confidential support, strategic advice, coaching, and recommendations to the Elected Officers, Provincial Executive, and excluded staff of the HEU. Responsibilities may encompass areas related to negotiations, strategic planning, budget planning, human resources, labour relations, collective bargaining, and policy development.

The EA is also responsible for prioritizing and managing correspondence, updating documents, chairing meetings, assisting with and overseeing project implementation, and assisting the Officers with various confidential matters.

The Executive Assistant has a hybrid reporting structure with daily work flowing directly from the Officers while they report directly to the Assistant Secretary Business Manager (ASBM) for confidential administrative matters, coordination, labour relations, and human resource matters.

### **Qualifications and Experience**

- Completion of two years of post-secondary business education, business communications, or related discipline.
- Must have over five (5) years of recent related experience providing support at a senior executive level in a unionized setting (preferably with a Union, political party, or, as an NGO activist).
- Strong communication, prioritization, and organization skills.
- Previous experience working in a highly confidential environment; and demonstrated ability to uphold excellent ethical standards.
- Advanced computer skills in word processing and spreadsheet skills using MS Word and Excel.
- Proficiency in preparing multiple complex and accurate correspondence, meeting packages, and presentations using appropriate software.
- An equivalent combination of education and work experience may be considered.
- Demonstrated proficiency in English and the ability to effectively communicate tactfully and with discretion, both orally and in writing.

- Demonstrated ability to resolve conflict.
- Ability to adapt to rapidly changing demands and situations.
- Ability to produce complete and accurate minutes.
- Ability to establish and maintain effective working relationships with all internal and external stakeholders and agencies.
- Ability to prioritize and complete multiple tasks and assignments within strict deadlines and with minimal supervision.
- Ability to effectively organize and prioritize workload.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability and aptitude for learning new skills as new activities are undertaken and changes in technology occur.

### **Working Conditions**

May be required to work some evenings and weekends and may be required to travel.

This is an exempt position excluded from union membership. The normal work week is 8:30 AM – 5:00 PM Monday-Friday, with a competitive salary, generous vacation time, and benefit provisions, including a defined benefit pension plan.

### **About HEU**

Since 1944, the Hospital Employees' Union has advocated for better working and caring conditions, defended public health care, and stood against privatization. We have a long history as a strong, democratic, progressive, socially conscious union committed to social justice and advancing labour and human rights on a local and global level. We identify and challenge historical and systemic inequities and hear, respect, serve, empower, and advocate for each and every member. Together we fight for fairness, solidarity, equity, inclusion, and understanding, knowing that our members' economic security depends on our success.

HEU is an equal opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity, and is representative of the communities we serve. We encourage applications from qualified people of all equity-seeking groups, including Indigenous persons, Black persons, racialized persons, persons with disabilities, all gender expressions and identities, and sexual orientations.

### **Interested in working with us? Here is how to apply.**

Please send your resume and cover letter by 4 PM on October 27, 2023, to: [Jobapplication@heu.org](mailto:Jobapplication@heu.org) (subject line: Executive Assistant to HEU's Officers).

Please note that due to the anticipated volume of applications, we will only be responding to applicants selected for an interview.