



**EMPLOYMENT OPPORTUNITY
VISION CREDIT UNION LTD.
CAMROSE, AB**

EXECUTIVE ASSISTANT

The Position:

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO) and other senior management members. Duties include but are not limited to reception, arranging travel plans, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management and the public. Other duties shall be assigned as necessary.

This is a full time permanent position.

For complete job posting details, please visit our website www.visioncu.ca/en/about-vision/careers

The Person:

- Strong interpersonal, written, and verbal communications skills required with demonstrated ability to communicate and present at an executive level.
- Ability to assess the importance of tasks and decisions and set priorities, focusing time/energy on the most important issues/opportunities, with a view to change management processes.
- Detail-oriented, self-starter with a bias towards action and a proven track record of successful execution based on sound judgement and strong decision-making abilities.
- Flexible, embracing change with enthusiasm and able to pivot quickly.
- Ability to build/maintain effective relationships with stakeholders.
- Self-learning and independent research.
- Highly competent in software applications, specifically Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook as well as video conference tools (including Zoom and MS Teams)
- Professional, diplomatic, and solution oriented, with a positive “can do” team attitude.

Compensation:

- Comprehensive benefits package.

SUBMIT RESUME AND COVER LETTER TO:

Jennifer Hormann,
Vice President of Human Resources
Vision Credit Union Ltd.
Corporate Office
5007 – 51 Street
Camrose, Alberta T4V 1S6
Fax 780-679-0569
jobs@visioncu.ca

Only those individuals invited for an interview will be contacted.

Position Title: Executive Assistant
Reports To: Chief Executive Officer (CEO)

Summary

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO) and other senior management members. Duties include but are not limited to reception, arranging travel plans, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management and the public. Other duties shall be assigned as necessary.

Core Competencies

- Member Focus
- Communication
- Energy & Stress
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Computer Knowledge
- Ethics and Integrity

Job Duties/Responsibilities

- Provide direct administrative and office management support to all members of the executive team, as directed.
- Maintain work schedules and calendars of executive management, particularly the CEO/President.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events.
- Serve as point of contact for internal and external stakeholders on all matters pertaining to the senior executive, including those of a highly confidential or critical nature.
- Prepare draft reports, background documentation, and research.
- Keep the CEO and executive team aware of upcoming commitments and responsibilities, following up appropriately.
- Coordinate and assist with the preparation of virtual and in-person staff meetings and events.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the executive office.
- Refer and/or redirect calls, e-mails, or visitors as required.
- Coordinate office activities and duties.
- Troubleshoot and/or escalate office administration issues.
- Receive incoming mail.
- Review, evaluate, and distribute priority correspondence for executive team.
- Responsible for all Purolator accounts and shipments.
- Responsible for setting up and maintaining away and Central Purchasing accounts.
- Take and transcribe dictation notes.
- Prepare and review presentations.

- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Other duties shall be assigned as required.

Requirements & Skills

- Strong interpersonal, written, and verbal communications skills required with demonstrated ability to communicate and present at an executive level.
- Ability to assess the importance of tasks and decisions and set priorities, focusing time/energy on the most important issues/opportunities, with a view to change management processes.
- Detail-oriented, self-starter with a bias towards action and a proven track record of successful execution based on sound judgement and strong decision-making abilities.
- Flexible, embracing change with enthusiasm and able to pivot quickly.
- Ability to build/maintain effective relationships with stakeholders.
- Self-learning and independent research.
- Highly competent in software applications, specifically Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook as well as video conference tools (including Zoom and MS Teams)
- Strong ability to troubleshoot technical issues with computer, audio/visual equipment.
- Professional, diplomatic, and solution oriented, with a positive “can do” team attitude.

Education and Experience

Education

Minimum: Grade 12 diploma with additional courses in office administration.

Preferred: Post-secondary education in office administration from a recognized post-secondary institute or equivalent.

Experience

Minimum: One year of experience in Office Administration or related administrative experience.

Preferred: One or more years of experience in an Executive Assistant position or equivalent experience in office/business administration/Human Resources.

Consideration will be given to an equivalent combination of education and experience.

Vision Credit Union Ltd. – we “see” banking differently.

We may very well be the right fit for *you*....and *you* for us.

We're Vision Credit Union. Although we offer loans, deposits, financial planning service, RRSP's, mutual funds, insurance products and other product that most F.I.'s are able to offer, we do things a little (some would say a lot) different at our “shop”.

Our focus is our 37,000 member-owners. We're an organization based on principles over profit. If you are eager to launch a rewarding career with our organization, you will need to be able to naturally and consistently provide “well above the norm” member service. After all, the Credit Union system has been chosen tops in Canada for twelve years straight in the area of customer service. That's a reputation we pledge to continue.

We believe that charging excessive fees or providing products and services that benefit our Credit Union more than our valued members is wrong. We also believe that the bulk of our profits must be shared by our members and that some of our profits need to be channeled back to community initiatives in the small rural communities where we live and work.

At Vision Credit Union, an equal opportunity employer, we treat members special. Our goal is to ensure that every one of our members feels like an extension of our “family”. The team, of which you would be a part, is small in numbers but capable of “moving mountains”. We believe in common purpose (life-long member-owners). We strive for error-free work and accountability. We're collectively recognized for our great work: in both 2016 and 2017 Vision C.U. was named one of ***Alberta's Top 70 Employers***. In 2016, 2018 and 2019, Vision earned the title: ***Alberta's Credit Union of the Year***.

We are always “on the hunt” for enthusiastic, astute and motivated team members. Joining us represents an opportunity to go home from work feeling fulfilled. At Vision, you will enjoy a salary that is at or above industry standards and there are exceptional advancement opportunities for the right individual. If you feel you can offer skill and passion to help our organization continue being the financial service provider of choice in rural and entrepreneurial Alberta, we invite your resume.