

**Confidential Secretary**

**Position Type:** Full Time 12-Month Term, 37.50 hours per week

**Start Date:** Dec 15, 2021 – Dec 31, 2022

**Location:** Burnaby, British Columbia

**Compensation:** Competitive salary with excellent benefits and pension plan after probation

posAbilities is a large, non-profit, agency that delivers services to people with developmental disabilities. We are currently looking for a term confidential secretary to work at our Head Office in Burnaby. The Confidential Secretary provides confidential administrative support to the organization's Director of Administration, Program Directors, Team Manager and Team Leaders. The Confidential Secretary works under the direct supervision of the Director of Administration and is required to judge independently and to have considerable initiative.

The ability to function independently and frequently under pressure is an ongoing expectation of this position.

**Key Responsibilities and Duties Include:**

- Serving as the primary contact for organization's telecommunication providers, including maintaining up-to-date records of contracted services and, assigned equipment and monitoring billing
- Serving as the primary contact for organization's utility providers, including maintaining up-to-date records of contracted services and monitoring billing
- Organizing Managers' Meetings, including scheduling, preparing meeting minutes, and assigning action items
- Maintaining Petty Cash
- Acting as recorder at confidential meetings
- Monitoring receipt/status of Incident Reports
- Maintaining organization's Resource and Person Served filing systems
- Updating organization's Organizational Charts
- Acting as primary contact for office supplies contractor
- Managing records of organization's managed print service
- Maintaining stock of supplies at Head Office
- Managing Head Office Access Cards and Building Access Cards, and maintaining parking inventory
- Managing annual program archiving and managing off-site storage records
- Coordinating internal courier delivery
- Filing electronic copies of operational reports
- Other duties, as assigned, including back-up to Assistant Office Manager Administrative Coordinator

**Education and Personal Characteristics Required:**

- Completion of an Office Administration Diploma Program from a recognized educational institute supplemented by five or more years' experience working in a professional office environment

- Ability to maintain respectful, professional, effective and productive relationships with all stakeholders
- Ability to communicate and promote the organization's mission, vision and services
- Participate in committee work, as needed
- Able to fosters a positive team culture, resolve or mediate conflict, and promote employee engagement
- Ability to maintain smooth working relationships with organization's Management Team and co-workers
- Behave Ethically: Understand ethical behaviour and business practices, and ensure their own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Communicate Effectively: Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Demonstrate Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**COVID-19 considerations:**

To ensure health and safety of our employees and persons served, posAbilities is in full compliance with WorkSafe pandemic safety protocols. We provide personal protective equipment and practice physical distancing wherever possible at all work sites.

Interested parties please apply online at [www.posAbilities.ca/careers](http://www.posAbilities.ca/careers), or via email.