



Executive Assistant to the Vice - President of Partnerships, Innovation and Entrepreneurship

Location: Topsail Road Office – St. John’s

Job Opening ID: 11291

Full-Time, Temporary

Commencing: April 01, 2020 to April 30, 2021

Deadline to Apply: February 18, 2020

INTERNAL POSTING

Job Information

This position is a multi-functional position which provides assistance to the Vice – President of Partnerships, Innovation and Entrepreneurship. This position works independently with minimum supervision and is accountable for a full range of administrative assignments of a highly confidential and sensitive nature in support of the duties and responsibilities performed by the Vice - President. The individual who fills this senior management position is a member of the College Executive and has a significant amount of authority and responsibility; the incumbent must be able to function with a high degree of authority and commitment as part of regular responsibilities adhering to College Policy and Procedures.

DUTIES: Under the direction of the Vice - President and working in a team environment, the Executive Assistant performs work of an administrative nature; plans travel for international delegations; tracks correspondence and documents from receipt/generation through completion and close of file; reviews and composes/drafts correspondence, reports, data bases, documents through the use of computer programs such as Word, Excel, PowerPoint, online databases such as PeopleSoft, making appointments, arranging Manager's schedules and maintaining a filing system concerning correspondence from all areas of the College. The individual in this position has extensive involvement with departments under the Manager's supervision, as well as regular contact with other members of the College Executive, Campus Administrators and other management staff within the College. This person, on behalf of the Vice - President communicates effectively with various external government officials, high profile clients (domestic and international), representatives from other Provincial Colleges, and senior officials of external corporations/organizations/funding organizations. The Executive Assistant works independently giving attention to detail with little direction, plans, organizes work, provides direction and support on initiatives within the division.

QUALIFICATIONS: The successful candidate must possess considerable secretarial or administrative related experience and demonstrate a high level of organizational, analytical and communication skills. Also essential is the ability to work independently and in teams, and to maintain confidentiality and quality of services at all times. Computer application skills in such systems as word processing (Word Perfect), spread sheet (Excel) and presentation (Power Point) are essential. The required knowledge and

skills would normally be acquired through completion of a two-year Office Administration Diploma/ Business Diploma program from a recognized post-secondary institution.

SALARY: HL09 - \$39,581.00 - \$51,455.00 per annum.

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on-line complete with resume at www.cna.nl.ca. Names of three professional references will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at sergio.deleon@cna.nl.ca or by phone at (709) 758-7055.