



220 - 1651 Commercial Drive  
Vancouver, BC V5L 3Y3

TEL: 604-879-5771  
FAX: 604-879-8792

www.coho.bc.ca  
coho@coho.bc.ca

## **Job Opportunity: Senior Executive Assistant (Exempt Position)**

COHO Management Services Society has been providing property management for housing co-operatives since 1984. Working at COHO Management Services means joining a team of professionals who are proud of their work and why they do it. Our staff live and breathe the co-operative principles and enjoy working for a community-based organization. We are inviting applications from qualified individuals for a full time *Senior Executive Assistant* in our Vancouver office.

The qualified candidate will have strong financial administration skills and is experienced in processing accounts payables and accounts receivables. A poised and well-organized professional, the SEA is enthusiastic about technology and quality improvement systems and empowers the Director of Finance & Operations (DFO) to lead COHO to further success.

The Senior Executive Assistant (SEA) supervises and organizes staff to effectively meet COHO's contractual requirements including client assignments and contract management. The SEA is required to travel within the lower mainland and Vancouver Island, attend evening events, meet intensive and changing deadlines and interact with board members.

The Senior Executive Assistant has responsibilities in the following areas:

### **Corporate Management**

- Provide updates to the DFO on the status of contracts and client relations, anticipating problems that may impact COHO's relationship with the co-op or other stakeholders
- Administer and manage the corporate insurance program and evaluate the adequacy of insurance coverage and limits to ensure COHO maintains appropriate risk retention strategies. Provide the DFO with recommendations to enhance the corporate insurance portfolio
- Organize data to accompany the quarterly reports to the COHO board of directors
- Protect the security of confidential information by maintaining private files and preparing private correspondence
- Respond on behalf of the management team on highly sensitive and confidential inquiries by determining the nature of the issues and providing the necessary information
- Participate in and act as a recorder for senior management and other confidential meetings

### **Operations and Human Resources Management**

- Supervise staff support to clients including scheduling of coordinators to meet the contractual requirements
- Approve monthly timesheets and authorize vacation and overtime
- Research, prioritize and follow up on incoming issues and concerns addressed to the director of finance and operations, including those of a sensitive nature and take the appropriate course of action, referral or response
- Secure and organize documents related to grievances and collective bargaining
- Communicate directly on behalf of the director of finance and operations, on specific initiatives and projects as assigned

## **Financial Management**

- Coordinate financial transactions with accounting personnel to support the operational requirements of the management and maintenance divisions
- Manage standard procedures and systems to help increase operational efficiencies
- Delegate tasks and practice the appropriate autonomy in problem solving
- Assist the director of finance and operations in completing high-level reports, documentation and presentations

## **KNOWLEDGE**

- Minimum of 5 years' experience in a financial administration role in a large organization
- Minimum of 7 years' experience as an Executive Assistant to a senior level executive in a complex organization
- Relevant undergraduate degree preferred
- Knowledge of contract management protocols and processes
- Knowledge of effective business writing techniques and the use visual aids to improve reports

## **SKILLS**

- Above average proficiency in MS Word, MS Excel, MS Outlook
- Excellent writing, proof-reading and presentation skills
- Excellent time management and prioritization skills
- Strong multi-tasking and organization skills
- Effective problem solving and conflict resolution skills
- Ability to understand financial data and draw conclusions

## **ABILITIES**

- Ability to plan, direct and review the work of others
- Ability to communicate well with people in writing and in person with the goal of achieving goals and resolving conflicts
- Ability to effectively establish and build professional working relationships crucial to COHO's success
- Ability to perform at a high level in stressful situations
- Ability to take initiative and make independent judgement/decisions
- Demonstrate a willingness to be flexible and adaptable to changing priorities
- Personable and courteous in working relationships with staff and clients
- Must be analytical, well-organized, and have the ability to switch tasks quickly
- Advanced ability to effectively communicate in both a written and oral manner

## **OTHER JOB REQUIREMENTS**

1. Travel is required in the Lower Mainland and Vancouver Island
2. Ability to attend evening events both on the mainland and on Vancouver Island is mandatory
3. Ability to meet intensive and changing deadlines
4. Ability to interact with board members.

This is an exempt position.

**Please apply by submitting a cover letter and resume with salary expectations to [resumes@coho.bc.ca](mailto:resumes@coho.bc.ca).**