

Who is the Business Council of Alberta?

Born out of a desire to reinvigorate business' role in society by shaping innovative and progressive public policy, the Business Council of Alberta (BCA) is a newly formed non-profit organization. Our purpose at the Council is to enable the private sector to create shared financial and social prosperity for the long-term benefit of our cities, province and nation.

We aim to bring a new approach and perspective to public policy – one that is not policy oriented from what is only good for business, but policy that is oriented from what is good for Albertans and Canadians is good for business – and vice versa. The Council, comprised of a diverse group of business leaders and entrepreneurs, will work across sectors, across traditional boundaries and will engage government, post-secondary, the non-profit sector and Canadians of all stripes in its endeavour to help shape public policy that is rooted in broad based financial and social prosperity, and one that highly values the environment in which we all share and call home.

Key Responsibilities

Schedule Management

- Maintain daily calendar for the President by planning and scheduling meetings, travel, conferences, calls and appointments. Make adjustments as required on an ongoing basis.
- Arrange travel and meetings, including developing itineraries and agendas, booking transportation and arranging lodging and meeting facilities.

Executive Office – reports, correspondence, stakeholder relations

- Build and maintain effective relationships with all employees, external partners and in the community.
- Prepare and finalize a wide variety of letters, correspondence and communication on behalf of the President and the Board.
- Assist in the preparation of briefing materials, presentations and documents for the Team, Board and President.
- Conduct research, compile data and prepare papers and presentations for consideration by Team, Board, Committees and President.

Corporate Secretary

- Act as corporate secretary to the Board, its committees and its operations. This includes:
 - Scheduling all Board and Board Committee meetings, monitoring attendance for quorum;
 - Preparation and distribution of all Board and Board Committee meeting packages;
 - Arranging and coordinating room bookings, catering and guest speakers as required for Board and Committee events;
 - Attending all Board and Board committee meetings, recording minutes and producing final copies of minutes;
 - Supporting the President or Team with outputs and work requirements post-meeting;
- Oversee and manage all governance related materials and documentation in support of the BCA charter and policies.

Who you are:

- ✓ You have a minimum 4 years in an executive assistant role, preferably having reported to a senior executive.
- ✓ You have post-secondary education in administration or related field.

- ✓ You are highly competent in Microsoft Office 365 Suite, including Word, Excel, PowerPoint, Teams and Outlook.
- ✓ You have knowledge and experience in dealing with boards and committees, and non-profit governance.
- ✓ You are highly organized – in terms of time, space and tasks. Whether it is with files, digital resources, and materials, or with the allocation of your time and conflicting priorities needing strong workflow management, you feel a sense of pride and accomplishment when everything is in order.
- ✓ You are highly collaborative across the entire organization and find ways to work across teams.
- ✓ You are highly confident in your capabilities, but you display humility.
- ✓ You are courteous and polite in dealing with all parties, but at the same time firm and manage expectations well, smoothing over any misunderstandings with ease.
- ✓ You possess superior interpersonal and communication skills, including a capacity to work and interact with individuals at all levels, listen effectively and communicate clearly and thoroughly in oral or written form.
- ✓ You have high energy, and actively seeking a busy and continuous workday, where there is challenge and opportunity at all times.
- ✓ You are self-motivated and results focused with a sense of accountability and have an ability to plan and organize work efficiently and effectively.
- ✓ You value feedback – both positive and constructive – recognizing that it is a gift to be supported in your constant improvement.
- ✓ You manage tasks well and are clear on deliverables, expectations and timelines, having the ability to manage multiple priorities with competing timelines and deliverables.
- ✓ You are calm in the face of deadlines and work pressures.
- ✓ You are not happy until it is done correctly. You are precise and thorough. You hate making mistakes but do not personalize them, and adjust, improve and move on.
- ✓ You are adaptable and quick to respond to emerging issues or needs and can accommodate last minute requests and situations. You project a positive demeanour despite changing work conditions.
- ✓ You are capable of proactively anticipating needs and react quickly, through understanding the business, analytical approaches or organization.
- ✓ You have strong problem solving, analytical and creative thinking and decision-making skills.
- ✓ You are able and willing to participate in meetings and functions that fall outside of normal work hours because you know there is often more to be done than can be in the normal business hours.
- ✓ You seek to excel and grow, always developing new skills and staying current on software and practices. You know where you need to develop and spend the time necessary to improve and develop.
- ✓ You respect confidentiality of information and exercise sound judgement in all dealings and decisions, often times in the absence of direction.

Application Process:

To apply send your resume to careers@elevatedhr.com. In one document, formatted consistently, please include your cover letter, resume and three references that can speak to your work ethic as well as your ability to be thorough and precise. **The position closes May 31, 2019.**