



**JOB POSTING**  
**Executive Assistant and Corporate Secretary**  
**Competition No. #2022-09**

*Victoria Airport Authority (VAA) manages and operates Victoria International Airport (YYJ), which is located on the homelands of the WSÁNEĆ People whose historical relationship to the land continues to this day. YYJ is the 11th busiest airport in Canada with almost 2.0 million passengers per year (2019 stats). YYJ was rated among one of the top ten most loved airports by CNN Travel and was twice named best regional airport in North America by Airports Council International.*

**Position Overview**

Victoria Airport Authority (VAA) is seeking to recruit a dynamic, experienced Executive Assistant and Corporate Secretary (EA) to join our award-winning team. In this key role, the EA will provide confidential executive administrative support services to the President and CEO (the CEO) and the Chair of the Board of Directors (the Chair). The EA also acts as administrative liaison between Board members and the CEO, maintains both the office of the CEO and the Board, records minutes for all CEO and Board meetings, assists the various Board committees with their administrative requirements and performs other related duties that may be assigned.

This position is excluded from the bargaining unit and reports directly to the CEO. This is a full-time position (M-F, 37.5 hours/week) with an occasional requirement to work outside a normal work schedule to meet operational requirements. A competitive salary and generous benefits package (including a defined benefit pension plan) awaits the successful candidate.

**Education & Experience**

The ideal candidate will have a Diploma in Office Administration with a minimum of 5 years of recent, related experience, or a minimum of 6 years of recent (within the last 7 years) related experience. Recent related experience includes providing a comprehensive suite of senior administrative support services to an Executive or President/CEO for an organization of similar scope and complexity. Candidates must be able to use the Microsoft Office software suite at an advanced level of proficiency. Testing will be conducted. Preference will be given to candidates with demonstrated experience providing senior administrative support services in support of Board (of Director) operations. Knowledge of policies, procedures, standards and best practices related to all aspects of office administration is required. The candidate must also possess exceptional oral and written communication and interpersonal skills, along with superb attention to detail and the ability to manage multiple priorities and consistently deliver within tight timelines. Adhering to corporate standards pertaining to confidentiality, privacy and security of information and records is a must, as is the ability to maintain positive and productive working relationships with a wide network of managers, employees, service providers, members of the public and other key stakeholders. Experience arranging travel, ceremonies, receptions and other public relations events of varying sizes is an asset.

As a condition of employment, all VAA employees must be fully vaccinated against COVID-19 and must obtain and maintain enhanced Airport security clearance (RAIC)\*.

**Applications:**

Interested applicants may submit their Cover Letter and Resume quoting Competition #2022-09 by 4:00 p.m., Friday September 23, 2022, to [arsenault@agilus.ca](mailto:arsenault@agilus.ca).

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process. An eligibility list to fill future vacancies may be created.

For a detailed job description please visit VAA's website [www.victoriaairport.com/careers](http://www.victoriaairport.com/careers).

**Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.**

***We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.***

\* The Restricted Area Identification Card is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.

## Job Profile

Title:	Executive Assistant and Corporate Secretary	Category:	Excluded
Reports to:	President and CEO	Group:	Executive

### Purpose

The Executive Assistant and Corporate Secretary (EA) provides confidential executive administrative services to the President and CEO and to the Chair of the Board of Directors of the Victoria Airport Authority. The EA assists both the President and CEO, and the Chair with general clerical and administrative support duties as assigned. The EA acts as administrative liaison between Board members and the President and CEO, maintaining both the office of the President and CEO and the Board, records minutes for all President and CEO and Board related meetings, assists the various Board committees with their administrative requirements and other related duties that may be assigned from time to time.

### Accountabilities

1. Provides confidential executive administrative services to the President and CEO.
  - a. Plans and coordinates all administrative activities for the CEO including calendars, meetings, bring forward/diarize systems, travel arrangements, correspondence and speech material.
  - b. Coordinates incoming phone calls for the CEO.
  - c. Designs electronic and physical filing systems, organizes and maintains files that permit easy reference and rapid retrieval of information.
  - d. Reviews all incoming correspondence to determine urgency, accuracy and the need for follow up.
  - e. Oversees projects as assigned by the CEO, compiling information and creating reports including PowerPoint presentations.
  - f. Researches and assembles information from a variety of sources and prepares statistical, narrative and/or other reports as required; analyzes information and may make recommendations.
  - g. Researches, assembles and coordinates meeting materials.
  - h. Arranges meetings of varying sizes including attending and assessing off-site venues, negotiates contracts for facilities and catering.
  - i. Organizes and administers ceremonies, receptions and other public relations events required by the CEO.
  - j. Ensures the security of confidential and restricted documents.
  - k. Develops and maintains records of the CEO's activities, correspondence, expenses, meetings and minutes.
  - l. Establishes and maintains positive, professional relationships.
  - m. Organizes and takes minutes at Management Team Committee Meetings.
  - n. Coordinates VCC budget meetings and provides recommendations for the Board and Corporate budgets.
  - o. Coordinates responses to requests for charitable donations, sponsorships, logos, tickets, etc.
  - p. In consultation with legal counsel, ensures the timely filing of annual corporate returns.

- q. Assists in the compilation of information for Transport Canada's annual lease Monitoring Audit in collaboration with the Lease and Contracts Administrator.
2. Provides confidential executive administrative services to the Chair of the Board of Directors and support to Board members and Board operations
    - a. Supports Board members and the committees of the Board to allow them to effectively deliver their objectives. Coordinates parking and other services for Board members.
    - b. Maintains the Board's annual calendar and bring forward system.
    - c. Receives and collates Board reports as per schedules and to allow timely distribution of Board packages.
    - d. Coordinates Board meetings, Board committee meetings and Annual Public General Meeting (APGM) (ensuring the advertising of public meetings comply with the VAA's ground lease). Coordinates the Annual Board Meeting, ensuring the schedule does not conflict with the VAA management team members' calendars, industry events, etc. and ensuring compliance with the Transport Canada ground lease which specifies date parameters.
    - e. Liaises with all levels of government regarding the coordination of public/private meetings, renewals or the replacement of nominators, regulatory issues, etc.
    - f. Prepares accurate meeting notes/minutes, including at a minimum: date, time and location of meeting; list of those present and absent; list of items discussed; list of reports presented; text of motions presented and description of their disposition.
    - g. Tracks attendance, prepares meeting summaries and provides information to payroll to enable the remuneration of Board members.
    - h. Ensures the timely filing of Board membership changes in compliance with regulatory requirements (e.g. *Canadian Corporations Act*) and registrations (e.g. Institute of Corporate Directors).
    - i. Manages the general correspondence of the Board except for such correspondence assigned to others.
    - j. Prepares and distributes meeting agendas, reports and minutes for approval to Board members prior to all Board and Committee meetings.
    - k. Provides assistance and research as may be requested by the Board and / or Committee Chairs from time to time.
    - l. Maintains a comprehensive index of all Board resolutions.
    - m. Updates and maintains the electronic copy the Board's Policy and Procedures Manual as directed by Board and / or Governance Committee chair.
    - n. Ensures the Orientation Manual is current with policy and contact information.
    - o. Assists with the orientation of new Board members, as per Orientation check list.
    - p. Provides Board members with annual calendar for conferences and board professional development.
    - q. Assists with travel arrangements and conference registration for Board members.
    - r. Provides Board members with guidelines for submission of expense claims.
    - s. Develops and maintains records of Board activities, correspondence, expenses, meetings and minutes.
    - t. Maintains a strict follow-up procedure to ensure that all Board actions are completed in a timely manner.
    - u. Maintains, updates and provides orientation and training regarding the navigation of the Board portal.
    - v. Coordinates preparation of VAA's Annual Report.
    - w. Provides assistance to external auditors during the annual audit of Board resolutions, policies and financial decisions.
    - x. Provides advice, guidance and mentoring regarding all aspects of Board policies and procedures.

3. Participates as a member of the VAA Crisis Communications Team. Maintains records of decisions and actions and acts as the back-up for social media.
4. Provides research and analytical support in response to requests and prepares reports and recommendations.
5. Fulfills other related accountabilities.
  - a. Contributes to the enhancement of the positive corporate culture within the VAA, and the reputation of the VAA within the community, sector, and industry.
  - b. Contributes to corporate services programs, initiatives, services and events.
6. Other duties as assigned.

## Job Requirements

### Education:

- Diploma in office administration with a minimum of five years of recent, related experience\* OR
- A minimum of six years of recent (within the last seven years) related experience\*

### \*Recent, related experience must include:

- Providing a comprehensive suit of senior secretarial/administrative services to an executive, or President/CEO for an organization of similar scope and complexity.
- Using Microsoft Office software at an advanced level of proficiency.

### Preference will be given to candidates with:

- Experience providing senior administrative support services in support of Board (of Director) operations.

### Other requirements:

- Must be eligible to work in Canada.
- Must be able to obtain and maintain Enhanced Airport Security Clearance as a condition of employment.
- Must be willing to work outside normal work schedule to meet operational requirements.

### Knowledge of:

- Policies, procedures standards, best practices related to all aspects of office administration.
- Business English.

### Skills and abilities:

- Excellent oral and written communication and interpersonal skills.
- Excellent numeracy and attention-to-detail skills.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Ability to consistently provide administrative services in an executive office environment in compliance with corporate standards and expectations.
- Analytical, problem solving and judgement skills.
- Advanced proficiency with Microsoft Office.
- Ability to adhere to corporate standards pertaining to the confidentiality, privacy and security of information and records.
- Ability to develop and maintain productive working relationships with a wide network of managers, employees, service providers, members of the public and other stakeholders.

Approvals			
Prepared by:	Michelle Cooper	Date:	May 4, 2021
Approved by:		Date:	