

## CAREER POSTING

<b>POSITION:</b>	Senior Administrative Coordinator
<b>STATUS:</b>	Full-Time
<b>CLOSING DATE:</b>	Until filled

Come grow your career with the Health Employers Association of British Columbia (HEABC). We offer a competitive salary, hybrid work environment, excellent health & welfare benefits including pension, generous vacation leave and training and development opportunities.

HEABC is a knowledge organization that stimulates innovation in BC health care labour relations, health human resources and contributes to the sustainability of the health care system. Our mission, vision and values, combined with our strategic initiatives are what make HEABC a leader in strategic human resources in health care. We value integrity, respect, leadership, courage, excellence and teamwork. Join our highly talented team in a culture of learning, innovation and visionary thinking.

HEABC takes a provincial leadership role in human resources and labour relations issues management for more than 218 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 138,000 unionized health care employees covering nurses, health science professionals, ambulance paramedics and dispatchers, physician residents, and support workers in both facilities and community settings.

The successful candidate may be permitted to work in a hybrid model (combination of in-office and flexible work location) and must live within commuting distance of our Vancouver office. The successful candidate must be fully vaccinated against COVID-19; proof of Vaccination is required.

For more information, visit [www.heabc.bc.ca](http://www.heabc.bc.ca).

### OPPORTUNITY:

HEABC has an opening for a Senior Administrative Coordinator, Analytics, Information and Corporate Services (AICS). Reporting to the Vice-President, Analytics, Information and Corporate Services, the Administrative Coordinator provides proactive senior administrative support and project coordination to the Vice-President and senior department staff. The Senior Administrative Coordinator works independently and within a team to balance priorities and workflow to provide efficient and effective administrative support to the department. This position supports employees who are interested in getting exposure to project coordination.

#### Responsibilities include:

- Scheduling meetings and appointments for the VP and other staff ensuring a manageable schedule.
- Tracking AICS projects and business area accountabilities and commitments
- Developing and leading VP/AICS corporate level projects and initiatives
- Preparing meeting packages, attends and records proceedings, prepares and distributes minutes, communicates committee decisions, and initiates and/or completes any required follow-up.
- Coordinating/logistics and hosting Education Workshop registrations and sessions;

- Completing a broad variety of administrative tasks including: conducting research, completing reports, composing and preparing correspondence, presentations, spreadsheets, some of which may be complex and/or confidential.
- Carries out quality assurance on key AICS documents, reports and products.

#### Role Specific Expertise:

- Have a minimum of five years' recent, related experience supplemented by a business administration diploma/ certificate or an equivalent combination of education and experience. Project coordination and logistics training/experience are an asset.
- Be a resourceful, highly organized, self-motivated professional who is proactive and anticipates the needs of others.
- Be able to work independently as needed, but also in collaboration with the team.
- Have strong analytical and problem solving skills, with a track record of working well under pressure and within deadlines.
- Have exceptional written and verbal communication skills, as well as proficiency with MS programs.
- Thrive in a complex work environment, with the ability to demonstrate excellent time management skills, ability to juggle multiple projects and responsibilities, organize workload and set priorities with an outstanding attention to detail.

This position is well-suited to an individual interested in pursuing a career in an interesting segment of the public sector, and who values the opportunity to make a positive public contribution through their work.

#### HOW TO APPLY:

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**Human Resources, HEABC**  
**300-2889 East 12<sup>th</sup> Ave**  
**Vancouver, BC V5M 4T5**  
**Email: [careers@heabc.bc.ca](mailto:careers@heabc.bc.ca)**  
**Fax: 604-736-2715**

*HEABC is committed to creating a diverse work environment that represents a variety of perspectives and skills, where all staff are treated fairly and equitably. We encourage qualified candidates from all races and ethnicities, all genders and sexual orientations, and persons with all abilities to apply. We take seriously our duty to create and sustain a culture that is healthy, accessible and rewarding for all staff, and recognize that the more inclusive we are, the better our work will be.*

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.