

## CAREER POSTING

<b>POSITION:</b>	<b>Coordinator</b>
<b>DEPARTMENT:</b>	<b>Legal Services, Negotiations &amp; Labour Relations</b>
<b>STATUS:</b>	<b>Full-time</b>
<b>CLOSING DATE:</b>	<b>Until Filled</b>

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 230 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 ambulance dispatchers, physician residents, and support workers in both facilities and community settings.

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

### OPPORTUNITY:

HEABC seeks a highly motivated and organized individual for the Coordinator, Legal Services, Negotiations & Labour Relations Position. Reporting to the Manager, Administrative Support, Legal Services, Negotiations & Labour Relations, this position provides diverse support and coordination for projects in support of the functions and strategic direction of the department.

#### Responsibilities include:

- Coordinating administrative projects
- Managing databases
- Providing high level administrative support on complex litigation matters
- Creating correspondence
- Preparing briefs, reports, presentations
- Coordinating meetings and taking minutes.

#### Role Specific Expertise:

- Superior accuracy, and attention to detail.
- Exceptional interpersonal and communication skills, both written and oral, is essential, as well as work experience to demonstrate ability to patiently and effectively deal with a diverse range of people in a pleasant and professional manner.
- Ability to forge and maintain relationships with internal and external stakeholders while balancing competing priorities.
- Exceptional time management skills to prioritize and complete assignments in a manner that efficiently utilizes resources and optimizes departmental efficiency.
- Strong analytical and problem-solving skills.
- Highly motivated, open to new ideas and challenges and a creative thinker.
- Proven ability to handle confidential matters and materials with tact and discretion.

## **QUALIFICATIONS:**

Graduation from a recognized administrative assistant/secretarial post-secondary program, plus three (3) to five (5) years of experience supporting senior executive(s) or an equivalent combination of education, training and experience along with advanced skills with the full Microsoft Office Suite (spreadsheets, reporting and presentation software), experience in minute taking and the ability to type a minimum of 60 w.p.m.

Along with a competitive salary, HEABC offers generous vacation, health and pension plan benefits.

## **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:

**HEABC, Human Resources**  
**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**

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