



Geoscience BC – Office Administrator & Executive Assistant

Geoscience BC was established in 2005 as an independent, non-profit organization that supports investment in British Columbia's mineral and energy sectors. We have the unique ability to work in close cooperation with First Nations, local communities, governments and resource sectors to design and deliver earth science programs while providing earth science information publicly.

This is your chance to be part of a high-performing team focused on providing credible earth science that promotes and supports investment opportunities and sound resource development decisions across BC.

We are seeking **Office Administrator and Executive Assistant**. Reporting to our President and CEO, this role is the first point of contact for all visitors and callers and is responsible for providing administrative support in four key areas:

1. As an Executive Assistant to the President and CEO
2. Overall administrative support for Geoscience BC
3. Office coordination
4. Event coordination

What you will be doing:

- Using your excellent organizational talents, you will provide the President and CEO with support for any administrative requests such as minute taking, writing correspondence, conducting research, calendar management, and expense claim reports.
- Facilitating flawless communication within the executive team by being proactive and diligently following up on all requests.
- Organizing the President and CEO's incoming information and keeping abreast of all priorities and events impacting the executive team.
- Preparing the President and CEO for all meetings and events by organizing and printing materials in advance.
- Assisting in the preparation of all meeting packages for the Board and Technical Advisory Committee.
- Welcoming guests and proactively responding to inquiries at the Geoscience BC reception desk, in person, on the phone or via email
- Coordinating Geoscience BC events and meetings, including venue and catering agreements, preparing documentation, travel, event registration and meeting organization.
- Being that glue person who helps keeps us all connected, organized, and engaged with each other.

What you will need:

- Degree or diploma related to office administration with a minimum of 5 years' experience; OR an equivalent combination of experience, education and training.
- Proficiency in Microsoft Office skills including Word, Excel, PowerPoint, Outlook and internet searches.
- Intermediate administrator use of Access database.
- Technically savvy with the ability to troubleshoot and resolve IT issues.
- Persuasive and accurate written and verbal communication skills.
- A "team player" who is positive, proactive, personable and willing to pitch in as needed.
- Exceptionally detail orientated and organized.
- Ability to maintain discretion and confidentiality.
- Displays energy, initiative and the willingness to learn and take on new tasks.
- Experience in the resources sector or working for a non-profit is an asset.

To apply for this position, please send your resume and cover letter by 5pm on June 8th to: careers@geosciencebc.com.

We thank all applicants who apply, but advise that only those who have been selected for an interview will be contacted.