KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.

CONFIDENTIAL ASSISTANT, INTERNATIONAL – Competition Number 17-09

Kwantlen Polytechnic University is currently seeking a full-time permanent Confidential Assistant, International. This administrative role performs a wide variety of complex and confidential administrative duties in support of the Associate Vice-President, International and the KPU International management team.

The successful candidate will produce a variety of documents including correspondence, memos, meeting agendas and reports. The Confidential Assistant will liaise with external organizations, agencies, institutions and local, regional and international jurisdictions to obtain, respond to, and/or disseminate information. Utilizing strong organizational, analytical and problem solving skills s/he works independently and exercises initiative and excellent judgment to complete the responsibilities of this position. The Confidential Assistant will support a number of committees and maintain the integrity of systems, contribute to the design and implementation of work related processes, organize meeting and travel logistics and maintain and support the ongoing review and revisions of policy, procedures, manuals and web sites. Much of the work is time-sensitive and confidential in nature therefore a high level of professionalism is required for this position.

As the work of the Associate Vice-President, International varies between campuses, this position although officially based at the KPU Richmond campus, will require local travel on a frequent basis to the main campus at KPU Surrey as well as other campuses as needed. Other work related travel, both local and international, may be also required.

Minimum qualifications include completion of a Bachelor’s degree from a recognized post-secondary institution and five years of progressively senior executive support experience. An equivalent combination of education, training and international related experience may also be considered. Demonstrated excellence in cross-cultural communications skills and prior work experience with a diversity of cultures and individuals are mandatory. An outstanding command of English language skills, both verbal and written is required. In addition, fluency in an additional language would be beneficial.

The successful candidate must demonstrate excellent organizational skills; the ability to prioritize workload and interpersonal skills including the ability to interact and communicate with others at all levels of the organization. The ability to multitask and work in a fast-paced work environment is essential. Demonstrated tact and discretion in preparing, disclosing and handling information of confidential and/or sensitive nature is fundamental for this position. In addition, demonstrated ability to use MS Office software and other relevant software systems, such as a contact management system database, is required.

If this exciting employment opportunity interests you, please forward your resume, including photocopies of post-secondary transcripts, quoting the competition number 17-09 by February 6, 2017 to: employ@kpu.ca.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.