

Clerk R12 – Executive Administrative Assistant, Corporate Strategic Services

Requisition Number	LDB2023:98354
Classification	Clerk R12
Closing Date	March 22, 2023 at 11:00 PM PT
Location	Burnaby
Job Type	Temporary, Full-Time
Salary Range	\$49,464.27 - \$55,838.67 per annum

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required by November 22, 2021. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

At the Liquor Distribution Branch (LDB) our vision of 'Service. Relationships. Results.' is all about providing a valued service, building strong relationships with our stakeholders, and achieving greater results for the province.

The LDB is one of two branches of government responsible for the cannabis and liquor industry of B.C. We operate the wholesale distribution of beverage alcohol and non-medical cannabis within the province, as well as the household retail brands of BC Liquor Stores and BC Cannabis Stores.

We employ nearly 5,000 people in over 200 communities and have hundreds of career opportunities spanning our entire wholesale, retail and corporate operations – from supply chain logistics, to high-tech solutions, and everything in between. The LDB has been named one of BC's Top Employers 12 times over for offering exceptional places to work, flexible work hours and earned days off, extended health and dental benefits, maternity and parental leave top-up payments, a pension program, in-house professional and leadership development, and subsidies for professional accreditation.

Corporate Strategic Services (CSS) plays a critical role in supporting the entire organization. Comprised of Corporate Communications and Stakeholder Relations, Policy and Information, Privacy and Access Services, Sourcing and Vendor Performance, Strategy & Business Transformation and the Project Management Office, CSS is driven by customer-service and taking action to advise, consult and support each business area throughout the LDB.

The CSS team is comprised of approximately 50 staff. What brings CSS together as a team is the ability to work together to support both the operational areas of the business and other support areas (e.g., Corporate Operations, Finance, Human Resources, Information Technology). The group has a strategic lens with a focus on ensuring the organization aligns and complies with corporate priorities, policies, legislation, best practices, and government mandate.

The Executive Administrative Assistant is relied upon, as a key member of the Executive Director's support team, to apply comprehensive skills in administrative and financial management and to apply problem solving and judgement skills to complete assignments in a timely manner taking into consideration competing workloads and changing priorities.

A criminal record check is required.

For complete details about this opportunity, including accountabilities, please refer to the attached job description, also located in the Additional Information section at the bottom of the posting.

An eligibility list for temporary future opportunities may be established.

Position Requirements:

Education and Experience:

- A minimum of one (1) year of senior administrative support experience in a large, high-volume office environment, including recent experience as an executive assistant and including:
 - Experience preparing spreadsheets, databases, and using standard computer applications (i.e., MS Outlook and MS Office).
 - Experience coordinating services and managing the daily business of senior executive(s).
 - Experience providing financial services, including reconciling transactions, reviewing financial reports, preparing accruals, etc.
 - Experience dealing with confidential and sensitive matters using sound judgement, tact, and diplomacy.
- Degree, diploma, or certificate in a related area (business administration, administrative assistance) is preferred.

A combination of training, education and experience may be considered equivalent to the educational requirement, i.e., three (3) years of recent related experience*.

*Recent, related experience is defined as occurring in the last five (5) years.

How to Apply & Application Requirements:

In order to be considered for this position, your application must clearly demonstrate how you meet the education and experience as outlined in the Position Requirements section above. Applicants selected to move forward in the hiring process may be assessed on the knowledge, skills, abilities and competencies as outlined in the attached Job Description.

A cover letter is required as part of your application. The content and/or format of your cover letter may be evaluated as part of the assessment process.



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Ensure your resume includes your educational accomplishments, employment history including start and end dates (month and year) of your employment, and any relevant information that relates to the job to which you are applying.

For specific position-related enquiries, please contact at **Kriti Verma, HR Advisor, Talent and Compensation** at **604 252 8578**.

Only applications submitted using the BC Public Service Recruitment System on this website will be accepted. For more information about how to create or update your profile, please refer to the attached Application Instructions or refer to the Job Application page on the MyHR website. If you are experiencing technical difficulty applying for a competition, please send an e-mail to BCPSA.Hiring.Centre@gov.bc.ca before the stated closing time, and they will respond as soon as possible to assist you.

NOTE: Applications will be accepted until 11:00pm Pacific Time on the closing date of the competition. Late applications will not be accepted.