

CLK R12– Executive Administrative Assistant, CIO

Requisition Number	LDB2023: 100074
Classification	Clerk R12
Closing Date	May 9, 2023 at 11:00 PM PT
Location	Burnaby
Job Type	Regular, Full-Time
Salary Range	\$52,803.18 - \$59,607.79 annually

About the BCLDB:

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 14 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.

About this role:

LDB's Information Technology (IT) team consists of 6 competency areas: IT Operations (from infrastructure to application portfolio management), Customer Experience, Enterprise Architecture, Data Analytics & Governance, Software Engineering and Information Security. 5 divisions managed by IT Directors collectively are responsible for all of the 6 competency areas to deliver the IT mandate of supporting LDB's corporate and business operations and enabling future needs and initiatives.

At present, the IT team consists of more than 200 full-time employees and includes a sourcing strategy to leverage external expertise to ensure the integrated IT team continues to deliver LDB's strategic initiatives timely and in high quality.

Key systems in use by the BCLDB include Infrastructure and Enterprise Resource Planning (ERP) systems which support our head office, BC Liquor Stores, and BC Cannabis Stores, and Supply Chain Management (SCM) systems which support over 25,000 suppliers of liquor, cannabis products as well as 2,000 wholesale customers and 10,000 hospitality customers.

Reporting to the Chief Information Officer, the Executive Admin Assistant is the initial contact to the public, staff at all levels, and others with whom the Chief Information Officer or senior staff may have contact with. The position provides coordination and direct support for the department's staff administration and all other administrative support activities throughout the department. This position is the key focal point of departmental activity, therefore must maintain an efficient flow of information between the Chief Information Officer, Department Directors, and staff.

The LDB's leadership team strives for excellence as it acts to drive profitable growth and achieve business objectives. The organization's operating environment is characterized by considerable challenges, including competitive factors, changes to the regulatory regime and new technologies that impact business operations. Positions throughout the organization play a role in addressing these challenges and contributing to the achievement of corporate objectives. The work environment is fast paced, and attention to detail is of critical importance.

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 permanent or temporary future opportunities may be established.

Position requirements:**Education and Experience:**

A minimum of two (2) years of senior administrative support experience in a large, high-volume office environment, including recent, related experience*.

*Recent and related experience must have occurred within the last 5 years and must include the following:

- Experience providing administrative support to an executive level and supporting multiple department directors and/or senior management including calendar management.
- Experience preparing and maintaining documentation, spreadsheets, databases, and correspondence using standard computer applications, i.e., MS Outlook and MS Office.
- Experience coordinating meetings from cross-government, internal and/or external clients including preparation of relevant information, i.e., agenda, meeting minutes, information packages, room bookings etc.

Preference may be given to those candidates with any of the following:

- Experience providing financial services, including reconciling transactions, reviewing financial reports, preparing accruals, etc.
- Degree, diploma, or certificate in Business Administration, Administrative Assistance, or related field.
- Experience dealing with confidential and sensitive matters.

Application instructions:

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. Applicants must meet the requirements as described below to be considered:

- **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.**
- **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 Vicky Hanlon, HR Advisor, Talent & Compensation at 604-252-8537.

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.

Working for the BC Public Service:

The BC Public Service is committed to creating a [diverse workplace](#) to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

This position is eligible for flexible work arrangements, such as a hybrid work combination of in-office and work-from-home, following the guidelines established for [flexible workplaces](#).

The [Indigenous Applicant Advisory Service](#) is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) seeking work or already employed in the BC Public Service. For guidance on applying and interviewing, please contact IndigenousApplicants@gov.bc.ca or 778-405-3452.

The BC Public Service is an award-winning employer and offers employees competitive benefits, great learning opportunities and a chance to engage in rewarding work with exciting career development options. For more information, visit [What the BC Public Service Offers](#).