

**Executive Assistant,
Human Resources**

Position Summary

Reporting to the Vice President of Human Resources and Organizational Development, the Executive Assistant performs a wide variety of complex and confidential administrative duties and has a strong communication role in support of the Vice President.

The Executive Assistant performs duties that require considerable confidentiality and sensitivity, initiative, tact, maturity and independent judgement. The Executive Assistant demonstrates direction in preparing, disclosing and handling information of a confidential, controversial, and sensitive nature; establishes work priorities and remains flexible; possessing strong interpersonal, organizational, and communication skills.

The Executive Assistant has regular contact with Executive Management and other leadership teams, as well as the operating division's management team members. The Executive Assistant is a communication liaison within and outside of Human Resources and receives questions from key parties across the organization. The Executive Assistant has strong internal and external communication role, including liaising with key parties across Southeast College, the regional college system, law firms, and external organizations to discuss objectives, issues and priorities.

LEVEL 2 OOS
LOCATION Weyburn

SCOPE OF WORK

Division: Human Resources & Organizational Development
Function: Out of Scope Management
Supervisor: VP, Human Resources & Organizational Development
Direct Reports: N/A
Budget Responsibility: N/A

Key Accountabilities

The Executive Assistant will:

1. Provides complex calendar management to the Vice President, Human Resources and members of the Human Resources leadership team using sound judgment when determining urgency of requests and resolving scheduling conflicts, i.e. coordinating meetings with other senior executive team members, scheduling interviews and employee orientation events.
2. Responds to verbal and written communication directed to the Vice President. Responsibilities include screening requests and inquiries, making a determination on importance/urgency of the request and providing a response and/or forwarding to the Vice President, Human Resources or other senior staff for reply.
3. Liaises with internal departments and external organizations, on behalf of the Vice President, to respond to and/or share information and ensure follow-up by relevant staff on a variety of issues.

**Executive Assistant,
Human Resources**

4. Reviews materials and documents received for the Vice President's signature and makes recommendations for approval, taking into consideration relevant policies, guidelines, and procedures.
5. Supports the management of the Human Resources office. As required, submits and monitors the department's requests for IT, Facilities, Purchasing, Marketing, and similar services.
6. Participates in and coordinates orientation events, ensuring best-service excellence throughout the onboarding process.
7. Researches and compiles information and creates a variety of documents and communications which are frequently of a highly confidential and sensitive nature including correspondence related to legal issues of significance to the College. Also creates a variety of letters, internal memos, meeting agendas, reports, and organizational charts utilizing various word processing, spreadsheet, database, and presentation software packages, including creation of files, graphical images, tables, spreadsheets, databases, and presentations.
8. Creates and implements a communication strategy for Human Resources in alignment with Southeast College strategic goals and objectives; and in partnership with key parties across the College.
9. Maintains currency with Procurement policies and advises the HR team on required purchasing protocols. Submits web requisitions, coordinates work with vendors, develops Requests for Proposals, and participates in the open bid process, as needed.
10. Provides project management support to the Human Resources Manager for key departmental initiatives including monitoring and tracking progress, developing documents and reports, drafting correspondence, and conducting research. Keeps records of all information related to projects. Coordinates meetings and arranges supplies and catering, as needed.
11. Assists in budget development, monitors expenditures and authorizes expense reimbursements and invoices up to the pre-determined limit. Contributes to decisions regarding budget preparation. Reconciles purchase card transactions. Processes purchase requisitions and submits approved invoices for payment. Creates monthly expense reports.
12. Maintains currency with the Southeast College Strategic Plan and other strategic planning initiatives pertaining to the Human Resources department and Executive Management.
13. Contributes to business process improvement activities through such methods such as analyzing processes and making recommendations for improvements. Contributes to the design and implementation of work processes and improved workflows.
14. As requested investigates, gathers, and compiles information on a variety of topics and issues and produces or drafts documents and reports including outlining alternative options and recommendations. Distributes documentation as needed.
15. Designs and maintains electronic filing and distribution systems for a variety of records and files such as correspondence and reports. Maintains a bring-forward system. Suggests and develops tracking mechanisms.
16. Provides support to high-level committees as required and maintains the utmost professionalism and confidentiality while managing a heavy workload. Participates in a variety of meetings through methods such as drafting agendas, gathering background materials including reports and handouts, attending and recording proceedings, preparing and distributing minutes, and taking follow-up

JOB DESCRIPTION

Executive Assistant, Human Resources

action such as drafting correspondence for signature, ascertaining status of item/issue, and investigating designated items.

17. Provides administrative support during collective bargaining preparation and negotiations, as required.
18. Makes arrangements for travel and accommodations for attendance at meetings and conferences by performing duties such as contacting travel agency, confirming reservations and establishing an itinerary.
19. Participates in the development, maintenance and updating of SharePoint, Southeast College Careers webpage, confidential HR drive, as well as the HRIS and Payroll ERP System.
20. Supports the development, implementation, and maintenance of the Human Resource Information System (HRIS) & Payroll System.
21. Supports and participates in the ongoing review and revisions of policies, procedures, and guidelines for Human Resources.
22. Organizes conferences, meetings, campus-wide events, team events, and lectures; arranges venues, drafts invitations, prepares guest list/registrations and supervises events.
23. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
24. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to College policies and procedures and completing mandatory training programs.
25. Performs other related duties as assigned, including participating in various projects and ad hoc support to Executive Management as required.

It is noted that the duties and responsibilities outlined are representative, but **not all-inclusive and are subject to change.**

REQUIRED SKILLS & COMPETENCIES

Communication Demonstrates an ability to communicate effectively in a wide variety of situations including face-to-face, over the phone and in writing.

Organization Coordinates work while optimizing use of available resources, setting short and long-term goals, and developing the strategies and procedures to achieve such goals. Effective time management to balance conflicting demands.

Decisiveness The demonstrated ability to make timely, appropriate decisions regarding issues of major importance to the organization, its people, and its community, even when faced with incomplete information or controversy.

Planning and Goal Setting Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

JOB DESCRIPTION

Executive Assistant, Human Resources

Relationship Building Demonstrates an understanding, open, and positive attitude toward others, nurturing and valuing respect in the workplace, collaboration, and positive relationships with others in the work unit and across the organization.

Results Oriented Consistently demonstrates a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

Thoroughness Ensures that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.

Forward Thinking Anticipates the implications and consequences of situations and takes appropriate action to be prepared for possible contingencies.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The ideal candidate possess:

- ✓ Minimum 5 years' experience in a senior administrative support position.
- ✓ A Diploma in Business Administration, Office Administration, Human Resources, or a related discipline. Related and relevant equivalencies may be considered.
- ✓ Highly developed level of integrity and discretion and able to maintain strict confidentiality and to handle sensitive issues with tact and diplomacy.
- ✓ Outstanding organizational, administrative, and problem-solving skills with superior attention to detail and accuracy.
- ✓ Demonstrated organizational skills and experience in managing multiple projects.
- ✓ Demonstrated time management skills to manage own workload as well as assist others in meeting deadlines.
- ✓ Ability to drive results by identifying and resolving significant problems within scope of responsibility.
- ✓ Demonstrated excellence in MS Office Suite, Adobe, HRIS or other information systems at an advanced level, with an aptitude to learn standard College software.
- ✓ Demonstrated interpersonal and strong writing skills to provide effective administration support at the executive level.
- ✓ Ability to anticipate, shape and adapt to emerging technologies and opportunities.
- ✓ Effective interpersonal skills, with emphasis on the ability to negotiate and resolve conflicts.
- ✓ Experience in the development and administration of budgets.
- ✓ Demonstrated flexibility to meet and adapt to changes in organizational priorities.
- ✓ Demonstrated ability to model appropriate professional, ethical and collaborative behaviours consistent with the responsibilities of this position.
- ✓ Demonstrated ability to build and maintain credible relationships across a diverse group of internal and external stakeholders.



JOB DESCRIPTION

Executive Assistant, Human Resources

- ✓ Demonstrated ability to communicate effectively both verbally and in writing including the ability to respond politely and diplomatically to both internal and external inquiries.
- ✓ Must be prepared to schedule hours of work according to the demands of the position, outside of traditional work hours when necessary.
- ✓ Must possess a valid driver's license and be willing to travel occasionally between campuses.
- ✓ Satisfactory Criminal Record Check required.

DATE ISSUED: 06/07/2024

DATE REVIEWED/AMENDED: