

Who We Are

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services.

About This Role

The Executive Assistant & Facilities Coordinator provides confidential, administrative support to the SVP, Finance & Operations. Additionally, this role manages the day-to-day facilities related activities to achieve efficiencies while analyzing needs and promoting changes as required.

Key Responsibilities

- Manages the flow of information and communication between the SVP Finance & Operations office and all Foundation departments as required
- Manages and prioritizes multiple tasks while accommodating the priorities and deadlines of the SVP Finance & Operations and the Foundation
- Maintains the calendar for scheduling key meetings and events to meet organizational deadlines and priorities. Ensures that all events and meetings flow logically and take into consideration organizational events and happenings
- Reconciles expense reports for the SVP Finance & Operations in a timely manner adhering to Foundation policy.
- Coordinates the facilities activities to achieve operational efficiencies while analyzing needs and supports the changes as required.
- Managing equipment and supply needs, including furniture, kitchen appliances, and office equipment and supplies
- Implements a standard of documentation, including policies, procedures, guidelines, rules, and regulations as it relates to Facilities Operations to operate efficiently, resolving specific operational issues, as a means of minimizing risk and cost exposure
- Reviews correspondence/materials drafted for Executive's signature for correctness and completeness before forwarding to SVP.
- Organizes meetings, conferences, and appointments with staff and stakeholders. Ensures that agendas and advance materials are circulated on time and makes all the necessary arrangements for the meeting.
- Work with vendors and contractors to ensure timely completion of repairs and maintenance tasks.
- Assesses and troubleshoots any facility issues impacting daily business operations and minimize any unplanned activities.
- Facilitates internal/external moves from planning to execution
- Understands how to deliver effective and high-quality customer service to a culturally, linguistically, and professionally diverse customer base

What You Offer

- Proven experience as an Executive Assistant or in a similar administrative role.
- Experience with office or facilities administration
- College diploma in Business Administration, or a related field preferred
- Experienced in exercising a high level of integrity and discretion in interacting with senior level management, professionals, major donors, and a diverse community of stakeholders.
- Possesses excellent judgment and discretion in dealing with confidential and sensitive matters.
- Excellent planning, organizational and time management skills and demonstrated attention to detail.
- Demonstrated problem solving skills; creative, energetic, and flexible approach to projects and work.
- Good communication and negotiating skills, when working with stakeholders, vendors, and other employees.
- Exceptional written and verbal communication skills.
- Demonstrated ability to work efficiently within time and resource constraints.
- Proven ability to manage multiple tasks simultaneously
- Excellent interpersonal skills

What We Offer

The successful candidate can expect a starting salary between **\$70,320.60** and **\$79,909.78**, depending on factors such as skills, experience, and internal equity. Once hired, salary is reviewed annually and successful employees have the opportunity for their salary to increase over time up to the maximum of the pay band, currently **\$90,298.05**.

To Apply

Please submit your [resume and cover letter](#), as a single document, to Human Resources at careers@vghfoundation.ca by November 10, 2024.

We welcome applications from anyone who is eligible to work in BC and fully vaccinated against COVID-19. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.