



Job Title: TL Confidential Assistant, Real Estate Partnership & Programs (20170019)
Location: Lower Mainland
Full/Part Time: Full-Time
Regular/Temporary: Regular

The South Coast British Columbia Transportation Authority (TransLink) is one of Canada's most innovative transportation authorities, founded in 1999 to plan and manage transportation within Metro Vancouver. We've achieved success not only in improving the transportation network of the region, but helping maintain the enviable lifestyle of residents and the viability of local businesses. TransLink and our family of companies (Coast Mountain Bus Company, B.C. Rapid Transit Company and Transit Police) are proud to be one of BC's Top Employers.

RESPONSIBILITIES:

The Confidential Assistant, Real Estate Partnerships & Programs provides confidential clerical and administrative support for various departments within TransLink and subsidiaries.

KEY ACCOUNTABILITIES

Provides confidential clerical and administrative support to the department by producing a variety of highly confidential correspondence, memos, presentation materials, spreadsheets and reports from researched data, drafts or verbal instructions; composes and prepares routine and mass mail correspondence; reviews documents for grammar, spelling, coding and simple mathematical accuracy; opens, reviews and distributes incoming mail.

Screens incoming calls for department, attending to routine enquiries from within TransLink and subsidiaries as well from outside agencies or representatives (in certain positions this may also include enquiries, complaints or commendations from customers), referring to others for response where appropriate; tracks and expedites information flowing in and out of the office; takes messages; provides information about departmental policy and procedures; follows up with managers and staff to ensure the complete and timely provision of information including responses to any customers/public enquiries or complaints.

Maintains filing and recording systems to ensure the efficient and secure storage and retrieval of correspondence, reports, reference material and other documents; compiles, updates and maintains procedural manuals. Maintains and updates spreadsheets and databases for tracking of department

specific information, generating reports from those sources as requested.

Arranges appointments and meetings; coordinates calendar for department Director, including certain Managers at Director's discretion; coordinates events, functions and travel arrangements; maintains business contact lists; retrieves, compiles and distributes reference material for meetings and takes and transcribes minutes.

Maintains employee information including employee timekeeping records, changes of status, personnel contact lists and other related reports as requested.

Assists with preparation of departmental budgets. Monitors expenditures, processes departmental invoices and expense claims/receipts, and reports on variances for area.

Maintains and orders office supplies and arranges for the maintenance and repair of office equipment.

Provides administrative support to other projects, programs and related departments as required.

QUALIFICATIONS:

Education:

The competencies for this position would typically be acquired through successful completion of Grade 12 and post-secondary courses in office administration and procedures.

Experience:

2 Years prior administrative experience in a client service-oriented environment, requiring a high degree of confidentiality.

Other Requirements:

Strong interpersonal skills including tact and diplomacy

Strong verbal and written communication skills

Solid analytical skills to input and format data within databases

Basic knowledge of accounting principles to assist in expense monitoring, budgeting and reporting.

Strong organizational skills to coordinate multiple tasks and projects

Solid knowledge of TransLink's corporate structure, policies and programs.



Proficiency on all office software, including word processing, spreadsheet, and presentation software and web-based HRIS systems

OTHER INFORMATION:

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Work Schedule:

37.5 hours per week.

How to Apply:

Please go to <http://www.translink.ca/careers> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

TransLink is committed to employment equity.