



Title: Executive Assistant

ID: 10052

Department: Executive Office

Reporting To: Chief Executive Officer

Pay Grade: 8

Created Date: February 25, 2019

Range Min: \$60,939

Range Max: \$85,100

Position Summary

Reporting to the Manager, Special Initiatives, the Executive Assistant is responsible for providing executive support to the CEO, executive leadership, CREB® Board of Directors and Standing Committees, CREB® Charitable Foundation Board of Governors and Standing Committees, Critical Illness Benefit Society, REB Resources Ltd. and Alberta One Realty Listing Services.

Responsibilities

Provides executive support to the CEO, executive leadership, management, CREB® Board of Directors and Standing Committees, Charitable Foundation Board of Governors and Standing Committees, Critical Illness Benefit Society, Audit Finance and Risk Standing Committee and REB Resources Ltd. and Alberta One Realty Listing Services.

Effectively shares information between assigned standing committees and ensures the Executive Office is notified of any emerging issues.

Coordinates calendars for CEO, Executive Office, Boards and standing committees and schedules meetings, appointments and events.

Manages incoming communications, answers telephone calls and responds to emails received via the Executive Office and Charitable Foundation inboxes.

Fosters collaborative working relationships between staff, management, Boards and committee members.

Coordinates the annual budgeting process, ensuring appropriate Executive Office expenses are identified and estimated.

Tracks expenses, general ledger coding and monthly reconciliation of department credit cards and CEO and CREB® Chair expenses.

Collaborates with various CREB® teams to plan and execute events and meetings.

Arranges CEO, Director, standing committee and staff travel, hotel, meeting logistics and registrations and reconciles travel expense claims.

Composes, edits, updates and proofreads correspondence.

Coordinates meeting logistics and prepares meeting packages, agendas, presentations and supporting materials.

Attends meetings and ensures minutes and summaries are recorded accurately, shared promptly and archived appropriately.

Tracks agenda issues and topics to ensure proper delivery.

Maintains an organized filing system of paper and electronic files.

Arranges on-boarding and orientation for Board and committee members.

Maintains and monitors private and member-facing CREB®Link pages for Boards and standing committees, posts meeting packages, updates calendars, documents and corresponds with Board and committee members on the forum.

Ensures committee rosters are up-to-date and updates points in iMIS.

Assists with event planning and delivery and attends after-hours functions, as required.

Performs other duties as assigned.

Education Requirements

Degree / Diploma	Program of Study	Designation Required	And / Or
College Diploma	Business Administration		

Experience Requirements

Years of Experience	Type of Experience
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Other Certification &/or Licensures

Additional Qualifications

Core Competencies

Our Core Value Competencies

0%

We Value Integrity

By acting with honour, honesty, care and compassion - we strive to always "do the right thing". We show respect for: members, the organization, our team and colleagues.

We Value Transparency

We recognize that everyone brings value and expertise - by sharing our time and knowledge, we all contribute to CREB®'s success. We enjoy working together and supporting each other.

We Value Commitment

We strive to give our best effort to deliver results for members and the CREB® team. As CREB® employees, we "have each others back".

We Value Collaboration

Information sharing happens across the organization - the rationale behind decisions is shared and feedback is encouraged. Direction and expectations are made clear - we know where CREB® is going and what part we play.

We Value Our Members

As CREB® employees we personally demonstrate that members are a high priority. We identify members needs and expectations and respond to them in a timely and effective manner.

Skills and Abilities

Managing Multiple Priorities

Handles multiple assignments and priorities yet still fulfills all commitments. Readily accepts new responsibilities and adapts well to changes in procedures. Gives appropriate priorities to various work demands. This is quite different from those who struggle to stay focused when faced with multiple priorities; focus only on one or two job priorities while neglecting others; and/or hesitate, complain or refuse to accept new procedures or assignments.

25 %

Quality of Work

Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Is personally committed to high quality work and encourages others to have similar standards. This differs from those who cannot be relied upon to produce high quality work, pay little attention to detail, show little pride in a job well done and/or set a poor example for co-workers or direct reports.

25 %

Dependability

Makes and fulfills commitments. Has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for his or her actions. Willingly makes promises and fully intends to keep them. Arrives at work on time and ready to contribute. Shows up for meetings well-prepared. This contrasts with individuals who have proven to be unreliable when others have counted on them to show up on time, meet deadlines and expectations, or arrive prepared and ready to contribute.

25 %

Communication

Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. Has good written and verbal communications as well as good presentation skills. This is quite different than those who tend to select the wrong means of communicating, or who communicate information to inappropriate people. It also contrasts with those whose messages are not clear or lack credibility, as well as those who demonstrate poor listening skills and are unreceptive to feedback.

25 %

Skills and Abilities - Additional Information

- Board support experience is a must and/or C-suite/senior level support experience
- Familiarity with board governance best practices is an asset
- Familiarity with organized real estate is an asset
- Proficient minute-taking skills
- Proactive nature (able to anticipate problems and present solutions)
- Requires minimal supervision
- Organized
- Detail-oriented
- Discrete and diplomatic
- Dependable

Positive attitude
Superior Word, PowerPoint and Excel skills

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.