

# STAFFING BULLETIN

**P L E A S E P O S T**

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**Bulletin #56**

**Date: October 5, 2021**

## **EXECUTIVE ASSISTANT to the Associate Superintendent – Human Resources (TEMPORARY)**

Applications are invited for the temporary position of **Executive Assistant to the Associate Superintendent – Human Resources** for School District No. 73 (Kamloops-Thompson). The successful candidate will start immediately and the position goes until January 1, 2023, or the full return of the incumbent. This challenging exempt position serves as the first level of support to the Associate Superintendent of Human Resources and the Human Resources Department. The position requires outstanding professional competence combined with a high degree of discretion and confidentiality.

**The successful applicant for this position will demonstrate:**

- A minimum of 5 years' recent experience in a comparable position
- A high level of proficiency in all aspects of the executive assistant role
- A high level of computer literacy with a thorough knowledge of word processing and spreadsheets, database, and website software
- The ability to prepare correspondence, reports and research materials
- Knowledge of Human Resources principles and procedures for personnel recruitment, selection, training, records/document management, labour relations, and negotiations
- Excellent interpersonal, communication and organizational skills, complemented by the ability to build effective working relationships and work under pressure
- The ability to relate positively and effectively with staff, school trustees, and the general public
- The ability to work flexible hours and work independently as well as in a team

**Application Deadline: Thursday, October 14, 2021 at 12:00pm**

Letters of application and resume, including references, must be submitted through the Make a Future website: [www.makeafuture.ca/kamloops-thompson](http://www.makeafuture.ca/kamloops-thompson)