



Catholic Independent Schools of Vancouver Archdiocese

Office of the Superintendent

Executive Assistant to the Superintendent

The Superintendent's Office, Catholic Independent Schools Vancouver Archdiocese is looking for a competent **Executive Administrative Assistant** to provide personalized secretarial and administrative support to **the Superintendent** within a dynamic faith-based office.

The successful candidate must have proven experience as an executive administrative assistant, senior executive assistant or in other administrative, secretarial positions. Full comprehension of office management systems and procedures is required, and the ability to perform in the following areas:

- proficiency with Microsoft Office Products with a strong emphasis on Outlook, Access and Excel
- report writing and the ability to analyze data
- high level verbal and written communication skills
- exemplary planning and time management skills
- extremely flexible, with the ability to multi-task
- work well under pressure
- have proven time management skills, with the ability to prioritize tasks with minimal supervision
- taking initiative, with dedication towards detail, and considerable knowledge of the principles and practices governing the Catholic Independent Schools of Vancouver Archdiocese
- general office support services
- Maintain absolute confidentiality

This is a full time position, Monday to Friday.

Please submit your resume with a cover letter to the attention of Mr. Rob Mascitti, Administrator, Human Resources by June 22, 2018 at the following email: rmascitti@cisva.bc.ca

Thank you for your interest; only short listed candidates will be contacted for interviews.