



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Executive Assistant To The President And Vice President Administration

Job ID	5C-85-7A-BC-7C-AE	
Web Address	https://careers.indigenous.link/viewjob?jobname=5C-85-7A-BC-7C-AE	
Company	Booth University College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2024-12-12	To: 2025-06-10
Job	Type: Full-time	Category: Office
Job Start Date	January 13, 2025	
Languages	English	

Description

OVERVIEW:

The Executive Assistant will provide effective administrative support for the President and the Vice President Administration of Booth University College and serve as the President's administrative liaison to the Board of Trustees.

SUPERVISORY FUNCTIONS: none

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

Duties for the President:

- Handle the full range of logistic and administrative support required for Board meetings and other key meetings
- Provide professional and confidential support to the President on matters of the University College
- Manage the President's calendar of appointments, working collaboratively to ensure the President is well prepared for upcoming commitments
- Work collaboratively across functions and departments within Booth UC
- Liaise with various external contacts on behalf of the President
- Develop and utilize a confidential filing and retrieval system to provide critical information and historical reference
- Research various issues and prepare analyses and reports that provide management with information necessary for decision making
- Participate in planning various institutional events and handle various other administrative tasks as directed by the President
- Arrange travel and accommodation for President, Board of Trustees and others as requested by the President
- Serve as liaison between the President's office and faculty, staff, board members and the public
- Review materials that require the President's signature or are of a sensitive nature prior to forwarding

Duties for the Vice President Administration:

- Assist Vice President Administration in the daily schedule, duties and responsibilities
- Ensure all government reports are submitted
- Represent Vice President Administration at internal and external meetings and events as appropriate and as delegated
- Undertake special projects delegated by Vice President Administration
- Assist Vice President Administration with financial matters
- Provide non-operating reconciliation reporting as delegated
- Process corporate visa claims from all unallocated expenses for Senior Management and their direct reports
- Oversee the Financial Awards program in consultation with the Vice President Administration, including research, minute taking and the managing of awards in Populi
- Assist Vice President Administration in the updating and maintaining of the Risk Management document
- Assist the Vice President Administration in the oversight of committee work and support and informational resources functions, including researching and preparing meeting material, organizing internal and external meetings, recording and distribution of minutes and agendas
- Perform research for Vice President Administration and advise of information relevant to policies, procedures and decisions made by Vice President Administration

- Maintain Administrative office procedures

How to Apply

Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email:

BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.