



**JOB POSTING**  
**Executive Assistant and Corporate Secretary**  
**Competition No. #2022-09**

*Victoria Airport Authority (VAA) manages and operates Victoria International Airport (YYJ), which is located on the homelands of the WSÁNEĆ People whose historical relationship to the land continues to this day. YYJ is the 11th busiest airport in Canada with almost 2.0 million passengers per year (2019 stats). YYJ was rated among one of the top ten most loved airports by CNN Travel and was twice named best regional airport in North America by Airports Council International.*

**Position Overview**

Victoria Airport Authority (VAA) is seeking to recruit a dynamic, experienced Executive Assistant and Corporate Secretary (EA) to join our award-winning team. In this key role, the EA will provide confidential executive administrative support services to the President and CEO (the CEO) and the Chair of the Board of Directors (the Chair). The EA also acts as administrative liaison between Board members and the CEO, maintains both the office of the CEO and the Board, records minutes for all CEO and Board meetings, assists the various Board committees with their administrative requirements and performs other related duties that may be assigned.

This position is excluded from the bargaining unit and reports directly to the CEO. This is a full-time position (M-F, 37.5 hours/week) with an occasional requirement to work outside a normal work schedule to meet operational requirements. A competitive salary and generous benefits package (including a defined benefit pension plan) awaits the successful candidate.

**Education & Experience**

The ideal candidate will have a Diploma in Office Administration with a minimum of 5 years of recent, related experience, or a minimum of 6 years of recent (within the last 7 years) related experience. Recent related experience includes providing a comprehensive suite of senior administrative support services to an Executive or President/CEO for an organization of similar scope and complexity. Candidates must be able to use the Microsoft Office software suite at an advanced level of proficiency. Testing will be conducted. Preference will be given to candidates with demonstrated experience providing senior administrative support services in support of Board (of Director) operations. Knowledge of policies, procedures, standards and best practices related to all aspects of office administration is required. The candidate must also possess exceptional oral and written communication and interpersonal skills, along with superb attention to detail and the ability to manage multiple priorities and consistently deliver within tight timelines. Adhering to corporate standards pertaining to confidentiality, privacy and security of information and records is a must, as is the ability to maintain positive and productive working relationships with a wide network of managers, employees, service providers, members of the public and other key stakeholders. Experience arranging travel, ceremonies, receptions and other public relations events of varying sizes is an asset.

As a condition of employment, all VAA employees must be fully vaccinated against COVID-19 and must obtain and maintain enhanced Airport security clearance (RAIC)\*.

**Applications:**

Interested applicants may submit their Cover Letter and Resume quoting Competition #2022-09 by 4:00 p.m., Friday September 23, 2022, to [arsenault@agilus.ca](mailto:arsenault@agilus.ca).

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process. An eligibility list to fill future vacancies may be created.

For a detailed job description please visit VAA's website [www.victoriaairport.com/careers](http://www.victoriaairport.com/careers).

**Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.**

***We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.***

\* The Restricted Area Identification Card is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.