



LINKING A WORLD OF OPPORTUNITY

ADMINISTRATIVE ASSISTANT, TRADE DEVELOPMENT & PUBLIC AFFAIRS

The **Port of Prince Rupert** is located on the scenic North Coast of British Columbia. As Canada's second largest West Coast port, the Port is strategically situated on the Pacific Rim, with the deepest natural harbour in North America and direct connections to the North American continent by CN Rail's network reach. Its facilities include modern, high-throughput coal and grain terminals, two cruise terminals and an innovative, intermodal container terminal anchoring the fastest and most reliable trade corridor on the West Coast.

Prince Rupert is home to amazing wildlife and wilderness adventures, unique history and cultural experiences, and the spectacular scenery of the rugged Coast Mountain Range and the Great Bear Rainforest. Easily accessible by air, rail, cruise ship, ferry or car, Prince Rupert's attractions include First Nation cultural works of art, fine North Coast galleries and boutiques, parks and walking trails, restaurants and coffee shops. A balanced lifestyle might include enjoying a round of golf on the golf course or spending time out on the water kayaking, fishing, or taking in the scenery. Reasonable housing costs, organized sports, volunteer opportunities, modern recreation facilities, community groups and festivals all contribute to a comfortable and fulfilling lifestyle for those living in this community.

Watch video clip of Prince Rupert at: <http://www.youtube.com/watch?v=0UzYCnmOZMs>

POSITION SUMMARY

Reporting to the Vice President, Trade Development & Public Affairs, the Administrative Assistant provides administrative support and secretarial services to the Vice President and to the Public Affairs team to ensure the effective and smooth operation of the department.

MAJOR POSITION ACCOUNTABILITIES

1. Maintains the Department's office filing system and coordinates the filing of the Department's correspondences.

2. Maintains a department administrative tracking system of expense claims, sick leave, and vacation.
3. Coordinates accommodating visiting delegations to the Port of Prince Rupert including supporting itinerary development and travel logistics for the department.
4. Coordinates business meetings, luncheons and other special functions, as requested.
5. Supports the Trade Development and Public Affairs department travel needs.
6. Schedules hotel/flights, accommodations & procures necessary documentations such as registration, passport and payment process all expense reports.
7. Provides support services (including coordinating conference and video conference calls, coordinating and scheduling meetings and composing a record of meeting deliberations etc.) in support of Public Affairs activities.
8. Supports coordination of public affairs programs including community information forums, requests for donations and community investment fund applications, and other public engagement initiatives.
9. Maintains good public relations by ensuring that callers, both in person and on the telephone, receive required information, or are directed to the appropriate person.
10. Provides administrative support (including preparing correspondences and undertaking research assignments) to all staff in the Department.
11. Provides administrative support to other departments, as required.
12. Provides backup assistance to the Receptionist, when needed.

WORKING CONDITIONS

- Works predominately in an office environment
- Regular, full-time position (37.5 hours per week). Regular working hours are Mondays to Fridays, 8:00 AM to 4:30 PM with 1 hour lunch break

SPECIFICATIONS

Formal Education

Post-secondary education

Related Experience

Minimum five years' related experience

Other Requirements

- Good spoken and written communication skills
- Good customer service skills
- Good analytical, problem solving and organizational skills
- Good judgment and tact in dealing with sensitive issues and confidential information
- Good relationship building skills. Able to establish and maintain effective working relationship with all levels of employees
- Demonstrated ability to manage multiple projects concurrently and to effectively handle changing priorities
- Enthusiastic and self-motivated. Works well individually as well as in a team environment.
- Creative and intuitive thinker
- Resilient. Embraces and thrives on change.
- Thrives in high-paced entrepreneurial environment
- Proficient in Ms Office, especially Microsoft Word, Excel and PowerPoint
- Possess valid Class 5 BC Driver's License
- Able to obtain security clearance under Transport Canada's Security Clearance Program

Individuals of aboriginal descent are strongly encouraged to apply.

Interested candidates are requested to submit their application in confidence by [July 26, 2018](#) to:

Director, Human Resources
Prince Rupert Port Authority
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Fax: (250) 627-8980
Email: careers@rupertport.com
No telephone inquiries please.