



WORKING OPPORTUNITY

EXECUTIVE ASSISTANT / PROJECT SUPPORT

Workplace: Vancouver, BC and remote (due to covid-19)

Duration: NA

Start: As soon as possible

Compensation: starting at 20\$/hour depending on skills and experience

Part-time: 20 hours/week

Languages: English and French

Deadline for application: Until the position is filled

1. Presentation of the Company

Albor Pacific B&C is a BC social enterprise that operates in the field of Environmental and Climate Education by promoting literacy for all publics, consulting for organizations, and solutions for all business and individuals. Our mission is to educate about environment and climate change, providing them tools and path to solutions for now and for the future.

Albor Pacific has taken different path to achieve this goal:

- We design environmental programs for schools and school districts in which we create school projects and scientific experiments to be conducted in the classroom or at home. We also design and operate creative and scientific contests. EcoNova Education is the non-for-profit partner organisation that manages the above-mentioned environmental programs.
- We offer trainings and ecological projects for secondary students and professionals.
- We design and build urban agriculture assets such as hydroponic and aquaponic installations, green houses and gardens to be used as learning tools and productive purpose.

In the perspective of a restructuration of our business, Albor Pacific is seeking its Executive Assistant to support the vision and the operations led by the two Directors.

The selected person will be a committed positive person with a passion for environmental and climate related challenges.

ALBOR PACIFIC BUSINESS & CONSULTING LTD.

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2. Presentation of the position

Albor Pacific (AP) is seeking an energetic, multi-tasking and self-motivated Executive Assistant (EA) to support two Directors.

As a support partner to the Directors, this role encompasses everything from managing complex calendars, planning, drafting correspondences, maximizing time efficiency and working closely with other team members

This position will continuously seek new opportunities to make the Directors and their teams more efficient.

Our ideal EA candidate is organized, innovative, knowledgeable and forward-thinking when it comes to ensuring smooth operations. The position requires the capacity to understand the complexity of relationships between stakeholders, strong attention to detail, efficient organizational skills and the ability to meet tight deadlines.

A high level of integrity and discretion in handling confidential information is required, and professionalism in dealing with professionals inside and outside the company is key.

The successful candidate will possess the ability to complete tasks and projects quickly with little to no guidance, react with appropriate urgency to situations and take effective action without having to know the total picture. Some flex hours may be required.

3. Key Responsibilities Include (but are not limited to):

- Provide effective and professional stakeholder outreach both internally and externally
- Proactively manage complex company goals/management task lists and calendars with attention to accuracy, detail and allocation of time to promote productivity.
- Organize and manage meetings (including setting agenda preparation, taking notes and driving follow-up of action items)
- Organise Off-sites events with associated budgets and logistics
- Process expense reports on a monthly basis and vendor invoices and purchase orders as needed
- Draft, prepare and edit correspondence, presentations, communications, and other documentation as required, as well as conducting research, assembling and analyzing data, and prepare reports and documents
- Work closely with the Directors and acts as a trusted advisor on a wide variety of projects and initiatives of strategic importance
- Act as liaison between the Directors and their directs and associated teams
- Work in partnership with organization leaders, functional business partners



- Understand the business priorities and identify process improvements to create efficiency and scale for the Directors
- Tracking and driving completion of key deliverables and follow-up on outstanding items
- Support annual operational planning process, business planning and performance review cycle
- Handle social media accounts and update websites
- Governs communication and action plans to facilitate projects and strategic initiatives
- Conducts a range of special projects operating under the direction of the Directors
- Other duties as assigned from time to time

Basic Qualifications:

- 3+ years of experience assisting at the leadership level
- Bachelor's degree
- Zoom, Microsoft Word, Excel, PowerPoint
- Social media savvy

Preferred Qualifications:

- Ability to handle confidential information with discretion, and deal with professionals inside and outside the company. Keen ability to build relationships at all organizational levels both internally and externally
- Exceptional written, verbal, and interpersonal communication skills with a focus on technical writing and analytical skills
- Demonstrated project coordination experience
- Pro-active in creating own workload and looking for tasks; able to self-motivate, work independently and use own initiative in the absence of guidelines by identifying tasks/issues, projects, and/or potential problems in advance and creating solutions
- Ability to grasp complex organizational dynamics and act in a manner of high diplomacy and confidentiality
- Ability to work in a highly ambiguous environment
- French as a second language is an asset
- Ability to effectively lead workshops on environment and climate
- Ability to conduct academic research and review of clinical and scientific literature (psychology, climate science, environmental science, economics)

Albor Pacific is an Equal Opportunity Employer

To apply for the position, please send a resume and a short cover letter to info@alborpacific.com