Invites applications for the following position(s):

COMPETITION NUMBER: 660

Administrative and Professional Staff (APSA)
Continuing Position
CONFIDENTIAL ADMINISTRATIVE PROFESSIONAL II (EXECUTIVE OFFICE ASSISTANT),
GRADE 3
OFFICE OF THE VICE-PRESIDENT, ACADEMIC
POSITION NUMBER: 122565
REPOST

(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
The Confidential Administrative Professional II provides confidential administrative and secretarial support to the offices of the President, Vice-President, Academic and Provost (VPA), and Vice-President, Research and International (VPR). The Confidential Administrative Professional II provides reception and front-line services, responds to general inquiries, assesses the sensitivity of the inquiry and refers as necessary, and coordinates all room bookings, facilities and technical support service requests.

QUALIFICATIONS:

- Diploma in Business Administration or Management and two years of related experience, or an equivalent combination of education, training, and experience.
- Excellent customer service, interpersonal and communication (oral, written) skills.
- Excellent organizational, analytical and problem-solving skills.
- Excellent proofreading skills and attention to detail.
- Ability to process a high volume of information with a high degree of accuracy and meet deadlines.
- Ability to multitask and work with frequent interruptions.
- Ability to handle confidential material with discretion.
- Ability to follow oral and written instructions accurately.
- Ability to exercise mature judgment, initiative, diplomacy and tact.
- Proficient in the use of standard office applications (e.g., MS Office).

SALARY RANGE: $41,104 to $49,085 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #660 must be received in our office by 4:30 pm on January 15, 2018, addressed to the attention of Linda Chan, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.
We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings