

Executive Assistant to the President/Office Manager

Summary:

The Executive Assistant/Office Manager reports directly to the President. The position is a full-time permanent position (37.5 hours per week with some evenings and weekends). It includes the following but not limited to:

- Calendar and Schedule Management of the President, including Travel
- Communication with Staff and Board Members
- Document Preparation
- Expense and Budget Tracking
- Event Planning
- Office Staff Management
- Manage general office supplies and equipment
- Workplace Health and Safety

Required Skills and Competencies:

- Organizational Skills
- Strong Communication
- Proficient with Office 365
- Problem Solving
- Discretion and Confidentiality
- Proficient Minutes Taking Skills

Start Date - June 15, 2026

Contact: President at President@sbcollege.ca

The SBC Statement of Faith and Lifestyle Agreement must be agreed to and signed as a condition of employment.

We thank all of those who express interest in this position; however, only those invited for an interview will be contacted.