



RECYCLEBC™


Multi-Material
Stewardship Western

Executive Assistant & Office Administrator, Western Canada

Reporting to the Executive Director, Western Canada, the **Executive Assistant & Office Administrator** role provides administrative support to the ED including fulfilling the role of Assistant Secretary to committees of the Board of Directors for Recycle BC and Multi-Material Stewardship Western (MMSW). The incumbent will also provide office administration for the Recycle BC team to support the smooth operations of the office and assist with team activities. The successful candidate will work closely with the senior management team for Western Canada and interact with all Recycle BC and MMSW team members, working in a collaborative environment.

Key Responsibilities:

Executive Assistant

- Provide the ED support with a variety of administrative activities such as preparing correspondence, spreadsheets, and presentations.
- Responsible for organizing key meetings, such as the Advisory Committees, and providing agendas, minutes, and other meeting support as needed.
- As Assistant Secretary to committees of the Boards:
 - Ensure the accuracy and integrity of meeting agendas.
 - Maintain a reliable tracking system for substantive meeting items.
 - Assist in the collection, review and quality assurance of all documentation and materials sent to committees.
 - Attend all committee meetings to take accurate and comprehensive minutes, within a reasonable time following each meeting.
 - Undertake appropriate post-meeting action to ensure implementation of decisions arising from meetings.

Recycle BC Office Management

- Liaise with landlord/office building staff regarding maintenance items, cleaners, garbage & recycling etc.
- Liaise with suppliers as necessary to ensure photocopier, printers, phone system, etc. are in good working order.
- Responsible for health and safety preparedness of office staff.
- Maintain a clean and organized storage system for all physical materials in the office.
- Establish efficient and effective office processes as needed.

Recycle BC Office Administration

- Manage incoming and outgoing mail and courier services.
- Conduct shipping and receiving of collector material, promotion and education material, office supplies, etc.



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- Ensure adequate stock of office supplies including kitchen supplies.
- Track and coordinate submittal of corporate paperwork (credit card statements, receipts, invoices, etc.) to appropriate group.

Event Planning

- Coordinate on- and off-site events and meetings, including venue planning, meal planning, tracking RSVPs, transportation arrangements, etc.
- Act as project lead when necessary for internal and external events & meetings.
- Coordinate local and provincial government representative meetings to support public affairs outreach and engagement strategy.

Desirable Skills:

- Superior organization skills: detail-oriented, skilled at multi-tasking, good planning skills, and excellent time management.
- Proficient in Microsoft Office applications, such as Microsoft Word, PowerPoint, and Excel.
- Excellent verbal and written communication skills to write clearly and professionally. Ability to prepare accurate and concise administrative and technical reports.
- Good analytical and problem-solving skills. Ability to conduct analysis and provide summaries and recommendations.
- Ability to work independently on a daily basis.
- Excellent interpersonal skills and ability to build strong relationships.

Desirable Attributes:

- Self-starter with lots of initiative, someone who can identify opportunities for improvements and has the initiative to make it happen.
- Can-do attitude; willingness to go above and beyond in service and support.
- Works well on their own and as part of a team.
- Enjoys a balance of planned activities and ad hoc problem solving.
- Note: role is open to flexible work arrangement - works from Recycle BC office on a frequency to be determined plus when notified that attendance is required.

Desired Qualifications:

- At least a two-year degree in the field of administration or similar discipline.
- At least 2 years' experience working in an office setting.

Who We Are:

Western Canada is comprised of Recycle BC and Multi-Material Stewardship Western (MMSW). They are not-for-profit Extended Producer Responsibility organizations for residential waste packaging and paper recycling in British Columbia and Saskatchewan.

Recycle BC ensures packaging and paper product is collected from households and recycling depots, sorted, and recycled responsibly. Recycle BC provides recycling services either directly to communities or by working in partnership with collectors like local governments, First Nations, private companies, and other not-for-profit organizations. The program is funded by businesses, like retailers,



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manufacturers and restaurants that supply packaging and paper product to residents, shifting costs away from homeowners. <https://recyclebc.ca/>

MMSW was established to help obligated businesses meet their requirements under the Saskatchewan Recycling Regulation, helping to share the cost to Saskatchewan municipalities of providing recycling of household waste packaging and paper to residents. MMSW members include retailers, restaurants, importers, manufacturers, distributors or wholesalers and any organization that supplies packaged goods and/or paper and flyers to Saskatchewan residents. <https://www.mmsk.ca/>

What we care about:

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a Professional Development benefit, Personal Wellness Benefit, RRSP matching program, and medical/dental group benefit coverage.

To Apply:

Please send cover letter and resume demonstrating why you would be a great fit for this position to humanresources@cssalliance.ca by : **Friday, November 26th, 2021.**

Please indicate clearly in the subject line what position you are applying for. We sincerely thank all candidates for their interest, however, only those under consideration will be contacted.

Recycle BC is an equal opportunity employer.