



Executive Coordinator

Job Type	Full-time
Job Status	Sourcing
Date Posted	05-September- 2018
Location	Victoria, BC

Our client is a large successful growing non-profit organization helping individuals and families lead a better life. Funding is largely from government and operating revenue. Headquarters is in downtown Victoria.

Reporting to the Executive Director, you will provide confidential administrative support and advice to the leadership team, as well as administrative support to the Board of Directors. Your role includes primary point of contact for internal and external stakeholders on all matters pertaining to the Executive Director.

You have an excellent track record as a senior administrative assistant or executive assistant. An ideal candidate would have a bachelor's degree, property management industry exposure, and key roles in projects such as event management.

Please feel free to phone for a confidential discussion about this full-time career opportunity toll-free 1.866.385.2848 or 250.389.2848.

In complete confidence please send a copy of your resume to Francis Graf, francis @ executivenetwork.ca.

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