



**Position Title:** Assistant to General Manager, Liquid Waste Services

**Position Status:** Full-Time Regular

**Department:** Liquid Waste Services

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Corporate Support, Level C2A (\$82,145.78 - \$96,615.39 annually)

Our Liquid Waste Services Department is seeking an Assistant to General Manager, Liquid Waste Services, who will provide high level administrative and operational support to the General Manager, including scheduling meetings, setting deadlines for staff, vetting reports and building the agenda for the Liquid Waste Committee which is comprised of local Mayors and Councilors.

You are: Used to a fast paced environment, able to work independently, enjoy influencing others, and you are confident enough to set deadlines for senior staff. You are highly organized with excellent computer skills, and proactive with a passion for supporting leadership and driving operational success.

The Assistant to General Manager, Liquid Waste Services reports to the General Manager, Liquid Waste Services.

**This role:**

- Provides a broad range of administrative, secretarial and technical support to the General Manager (Liquid Waste Services/Water Services), or Deputy CAD (Operations/Policy & Planning) including preparing reports, agendas, presentations, minutes, correspondence and other related material. Manages the General Manager's or Deputy CAD's schedule, correspondence, travel and internal communications as needed; takes on the duties of the Assistant to the Deputy General Manager during absences. Uses independent judgment to coordinate scheduling and travel needs and determines appropriate times, spacing and priority of calendar items when conflicts arise.
- Screens and directs requests for information; composes, edits and formats correspondence; decides appropriate routing for information or enquiries; tracks incoming and outgoing correspondence; coordinates flow of documents requiring a response; and follows up on outstanding items as required. Plans, organizes and prioritizes own work and manages a variety of processes and sequences of tasks. Evaluates the urgency and priority of items and requests as they are received and processes as appropriate.

- Liaises with Board Directors, Metro Vancouver managers and staff, elected municipal representatives, provincial and federal government staff, and outside organizations on a variety of matters including scheduling appointments, collecting and compiling material, and responding to enquires for information.
- Provides administrative assistance to assigned Board Committee(s) or other similar groups or functions. Acts as the first point of contact for members; organizes meeting logistics; prepares, distributes and posts agendas; creates and edits reports; and attends committee meetings to provide support as required. Tracks completion of action items and follows up on outstanding items. Assists in organizing events for members, including roundtables, orientation, conferences, webinars, and facility tours and provides general administrative support as required.
- Anticipates what the General Manager, Deputy General Manager, Director or Chair may need or want for various functions based on past practice or expressed preferences and provides updates and additional information as appropriate.
- Responds to changing needs and unique situations or requests without precedent. Researches and collaborates with others to produce or facilitate a wide range of business needs as required.
- Performs general office maintenance duties such as documenting business processes and informing staff of changes. Contributes to the improvement and implementation process of new administrative procedures, office equipment, systems and technologies. Evaluates work flows and revises procedures to increase efficiency and or respond to changing needs. May assist with unusual or one-time projects and tasks as required.
- Manages records in accordance with departmental and corporate standards.
- Performs other related duties as required.

**To be successful, you have:**

- 5 years of recent, related experience including previous experience in a senior administrative position supplemented by high school graduation and completion of post-secondary courses in a relevant field such as office administration; or an equivalent combination of training and experience.
- Professional Administrative Certificate or Public Administration Certificate is an asset.
- Considerable knowledge of office administration practices, procedures and standard protocols. Demonstrated administrative skills and abilities including the ability to manage complex calendar and scheduling requirements; prepare and format documents for distribution to Board Committees and the public; accurately transcribe minutes from general dialogue; and manage multiple competing priorities with tact and professionalism.
- Considerable knowledge of Metro Vancouver's functions, structure, and broad objectives.
- Ability to work independently under broad direction, including managing day-to-day priorities and plan for future needs. Ability to use judgment to select and interpret information and handle deviations from standard methods and practices. Identifies and engages the appropriate resources to resolve issues.
- Strong interpersonal and problem solving skills and demonstrated ability to develop and maintain positive and respectful working relationships with internal and external contacts.
- Strong verbal and written communication skills, including the ability to effectively listen, and support the resolution of problems.

- Demonstrated ability to exercise tact and diplomacy, use sound judgment and maintain appropriate confidentiality and discretion in the disclosure of information to elected officials, internal and municipal staff, and the public.
- Demonstrated ability to organize and prioritize tasks to meet multiple time based deliverables requiring a high level of detail and accuracy. Ability to influence without authority to ensure Departmental and Committee deadlines are met.
- Ability to provide guidance to other staff on work processes; works collaboratively and contributes to the team with constructive ideas, information and experiences.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, PowerPoint and SharePoint.
- Working knowledge of a complex corporate records management system.
- Valid BC Class 5 Driver's License may be required.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 20, 2025.*