



Position Title: Office Assistant

Position Status: Full-Time Regular

Department: Board & Information Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Corporate Support, Level C1A (\$69,378.48 - \$81,635.09 annually)

Our Board & Information Services Department is seeking an Office Assistant to provide confidential and complex administrative support to Board and Information Services. Duties include preparing agendas, compiling agenda packages and meeting materials, assisting in planning, arranging, and supporting meetings, preparing correspondence and reports, and related processes.

You are a self-starter who is highly organized, detail oriented and observant, and a strong communicator who thrives in a busy, process-oriented environment.

The Office Assistant reports to the Supervisor, Legislative Services.

This role:

- Provides confidential administrative support to the Board & Information Services Division. Performs diverse clerical and support tasks requiring considerable knowledge of applicable departmental and corporate functions, procedures and practices.
- Liaises with various internal and external contacts to coordinate activities and provide or request information.
- Prepares, processes and maintains records related to bylaws. Prepares correspondence for approval or notification and ensures approvals are obtained in a timely manner.
- Coordinates the signing and sealing of official documents in a timely and accurate manner. Determines the classification of documents for retrieval purposes. Indexes documents and retains in the vault as permanent records. Responds to queries by searching and locating documents.
- Processes directors' fees and expense reports and responds to queries from elected officials based on the criteria set out in the Remuneration Bylaw.

- May prepare Board and committee agendas, including supporting materials and electronic files.
- Attends committee meetings as required. Records proceedings, prepares minutes and distributes approved minutes to relevant parties.
- Manages department records in accordance with corporate guidelines. Assists in the analysis of electronic records and manipulates data as required.
- Provides timely, accurate and thorough information and services in response to internal and external requests. Provides general information and explains rules, regulations and procedures applicable to the work of the department.
- Processes, prepares and drafts routine correspondence and reports. Updates and maintains board and committee tracking tools for matters such as requests, contacts lists and agendas.
- Liaises with the Office Supervisor to develop and implement methods and procedures to increase efficiency and accommodate department requirements and work schedules.
- Assists in planning and arranging meetings, seminars, and workshops. Attends to all logistical concerns such as booking meeting rooms, preparing material and equipment, ordering catering, and tracking attendance.
- Performs other related duties as required.

To be successful, you have:

- 3 years of recent, related experience supplemented by high school graduation and completion of relevant post-secondary courses in office or business administration; or an equivalent combination of training and experience.
- Formal training in minute taking and or bylaw preparation and processing is an asset.
- Sound skills and abilities related to office administration technologies, practices, procedures and standard protocols. Demonstrated ability to accurately record minutes, prepare agendas and related material.
- Knowledge of the functions, regulations, and procedures governing departmental and corporate activities as related to the work performed.
- Ability to work independently under general direction, including using judgment to manage and prioritize day-to-day activities. Ability to develop and implement new and/or revised work methods and procedures upon approval.
- Demonstrated commitment to, and considerable skill providing a high level of customer service.
- Demonstrated communication skills (verbal and written), including the ability to effectively listen and assist in resolving problems. Demonstrated ability to draft and revise business correspondence such as letters and memos.
- Strong interpersonal skills and ability to establish and maintain effective working relationships with internal and external contacts, including Board Directors, Metro Vancouver staff, and municipal and provincial government representatives. Demonstrated ability to exercise diplomacy, tact and professionalism.

- A high level of attention to detail and strong organizational skills including the ability to efficiently and accurately perform work within tight timelines. Ability to manage multiple tasks and interruptions simultaneously, prioritize work and meet deadlines.
- Ability to exercise substantial discretion and deal with sensitive and confidential information.
- Ability to apply policies, regulations and processes to routine and unique situations.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, and SharePoint.

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 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 September 23, 2025.