Job Posting: Executive Assistant

The Roman Catholic Diocese of Victoria is seeking an experienced and reliable full-time Executive Assistant to support the Bishop and Chancellor by providing comprehensive administrative support in a professional, courteous and efficient manner. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks to ensure optimal workflow.

Duties & Responsibilities

• Manages the Bishop’s calendar and various communications;
• Screens, handles and responds to enquiries and correspondence;
• Follows up on tasks, projects and files to ensure progress is on track;
• Coordinates meetings, including the preparation of agendas, minutes and other relevant material;
• Develops and maintains an electronic and paper record management system;
• Assists in developing and deploying time management strategies and tools;
• Participates in committees and special projects as directed;
• Additional administrative support duties as required and assigned.

Position Requirements

• Excellent communication and interpersonal skills;
• High level of initiative, judgment, confidentiality and discretion;
• Excellent command of the English language including writing, editing and proof-reading skills;
• Organizational skills with the ability to prioritize, multi-task and meet tight deadlines;
• Must be proficient with MS Office Suite in particular Outlook and Word;
• Extreme attention to detail;
• Knowledge of the organization and workings of the Catholic Church;
• Previous experience in a highly professional office environment along with relevant education;
• Compliance with the Responsible Ministry & Safe Environment policy of the Diocese of Victoria.

Interested applicants are invited to submit a cover letter and résumé by March 5, 2021 to:

Roman Catholic Diocese of Victoria
Attention: Cynthia Bouchard, Chancellor
# 1 - 4044 Nelthorpe Street
Victoria, BC V8X 2A1
Email: jobs@rcdvictoria.org

Thank you for your interest,
please note that only those short-listed for an interview will be contacted.