



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✆ Fax: (250) 479-5423

www.rcdvictoria.org

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.*