



building trust. driving confidence.



We're driven to ensure the well-being of drivers. We're working to keep rates low as possible, delivering excellent service consistently, and proactively partnering to reduce crashes and loss.

Senior Administrative Assistant to Executive
North Vancouver, BC
Employment Type: Full Time Permanent

Position highlights

Our General Counsel acts as our Corporate Secretary and is accountable for legal compliance on behalf of the company. We have an exciting opportunity for an integral role which will provide a dedicated level of senior administrative services working closely with ICBC's Board of Directors and Executive team.

You have several years of experience coordinating all aspects to support board and committee meetings, including taking minutes, preparing reports and compiling documents. You are a career administrative assistant professional who values diplomacy, compliance, governance and confidentiality in your role as liaison. This position will appeal to someone who wants to take their administrative professional career to the next level, in a fast-paced, team-oriented culture.

Position requirements

The skills and attributes required to successfully fulfill these responsibilities include:

- Several years of experience supporting corporate secretary and working with board of directors and senior leaders.
- Experience dealing with compliance with legislation, regulations and by-laws.
- Excellent time management and organizational skills with a detail orientation.
- Demonstrated ability to communicate both orally and in writing professionally.
- Self-motivated and ability to take initiative in complex matters.
- Strong ability to identify and manage competing priorities.
- Excellent interpersonal skills and ability to exercise patience and demonstrate resilience.
- Strong results orientation to collaboratively share ideas and information within a team.
- Senior level administrative skills including, use of technology, knowledge of relevant software packages, ability to coordinate meetings and compile material, and take accurate minutes.

Position information

As a valued member of the ICBC team, you'll thrive in a performance-driven environment that emphasizes employee leadership and accountability for delivering results. Anticipate a competitive salary, comprehensive benefits and a challenging work environment.

If you're ready to join a driven team, we'd love to hear from you. For full details on this and all other current positions visit www.icbc.com.

ICBC is a welcoming, equal opportunity employer, and invites applications from all qualified candidates.

