



EXECUTIVE ASSISTANT

What's Interchange Recycling all about?

Interchange Recycling, formerly BC Used Oil Management Association (BCUOMA), located in Victoria BC, is a collaborative, not-for-profit, producer-governed group that upholds the environmental objectives of our members. We collect and recycle the products they make and sell, which are then made available as new products from our members and other vendors.

At Interchange, we move forward through balance. Like a major highway interchange, there is a constant flow of materials arriving into the market and coming back into our operations. Likewise, we direct the traffic for members, government, collectors & processors, public recycling centres, and of course, the public. Currently, we recycle used motor oil, oil filters, oil containers, antifreeze, and antifreeze containers—and we're always examining new automotive and industrial products to bring into our recycling process.

Position Overview

Reporting to the Chief Executive Officer (CEO), the Executive Assistant acts as the face of organization when clients are contacting the organization or CEO and will play a crucial role in ensuring the smooth operation of the Interchange Management Team. The Executive Assistant will provide high-level administrative support, manage complex schedules, coordinate meetings, handle confidential information, and act as a liaison between the CEO and various departments in the organization. As a proactive, highly organized individual, your exceptional communication skills will support a team of employees and contractors whose focus is on environmental responsibility and sustainability.

Key Responsibilities

- Manage the CEO's calendar, schedule appointments, and coordinate meetings, ensuring optimal time management.
- Serve as the primary point of contact between the CEO and internal/external stakeholders. Screen and prioritize emails, phone calls, and other correspondence.
- Prepare agendas, attend meetings, take minutes, and follow up on action items to ensure timely completion.
- Assist in the planning and execution of special projects, including research, data analysis, and report preparation.

- Coordinate domestic and international travel arrangements, including flights, accommodations, and itineraries.
- Organize and maintain confidential files, documents, and records.
- Prepare presentations, reports, and other documents as needed.
- Assist in organizing company events, conferences, and team-building activities.
- Act as a liaison between the CEO and other executives, staff members, contractors and external partners. Foster positive relationships and ensure effective communication.
- Complete data entry and manage cheque deposits for accounting/finance team.
- Manage multiple tasks and projects simultaneously, ensuring deadlines are met with high accuracy and efficiency.
- Oversee office supplies and equipment maintenance. Ensure the overall office is maintained and runs smoothly and efficiently.
- Manage business relationships, vendors and projects as needed.

Qualifications

- Post-secondary degree or diploma in Business Administration or a related field.
- Minimum 3 years' experience in an executive assistant, or senior administrative assistant role, preferably supporting C-level executives.
- Exceptional organizational and time-management skills.
- Strong written and verbal communication abilities.
- Proficiency in Office 365 (SharePoint, Teams, Word, Excel, PowerPoint, Outlook).
- Ability to handle sensitive information with discretion and confidentiality.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Experience with project management tools and software is an advantage.

Personal Attributes

- Proactive: Anticipates needs and takes initiative to address them.
- Detail-Oriented: Pays close attention to detail and ensures accuracy in all tasks.
- Flexible: Adapts to changing priorities and handles multiple tasks efficiently.
- Professional: Maintains a high level of professionalism and decorum in all interactions.
- Committed: Shares a passion for environmental sustainability and aligns with the company's mission and values.

Salary and Benefits

- Salary: \$80,000-\$95,000 depending on experience
- Three weeks' vacation
- Chamber benefits (extended health and dental coverage)
- Flexible schedule
- Beautiful downtown office location
- Parking, bus pass and/or bike storage provided