



Halifax Regional Municipality Pension Plan Job Posting – Executive Assistant

The Halifax Regional Municipality Pension Plan Office is a busy and growing office dedicated to the effective operation of a \$1.8 billion pension plan serving approximately 10,000 members.

We are inviting applications to fill a full-time position for an Executive Assistant. Reporting to the Chief Executive Officer (CEO), this position provides direct support to the CEO, the Pension Committee, and Pension Office staff.

You are a seasoned individual, who can quickly prioritize your day. You are self-motivated with strong organizational skills. You must be able to work efficiently and effectively in a team environment with minimal supervision. This position requires confidentiality, attention to detail and the ability to work with many stakeholders including, members of the Pension Committee, service providers, plan members, participating employers and Pension Office staff.

Duties and Responsibilities:

- Respond to inquiries coming into the Pension Office for the CEO (in person, telephone, fax, email, mail, or courier) in a professional customer focused and timely manner
- Coordinate all outgoing correspondence in a timely manner
- Maintain the CEO's electronic calendar. Arrange appointments, meetings and conference calls for the CEO
- Organize travel and accommodation requirements for the CEO
- Process expense claim reimbursements for the CEO, Pension Office staff and Pension Committee members
- Maintain both electronic and hard copy filing systems for the CEO and Pension Committee
- Coordinate materials required for Pension Committee meetings. Prepare the draft agenda and coordinate the printing and distribution of Pension Committee meeting packages
- Schedule Pension Committee meetings (including the Annual General Meeting) and book catering/rooms
- Attend Pension Committee meetings and take accurate minutes and record attendance
- Create action items arising out of all Pension Committee meetings and minutes and pursue each item through effective follow up with Pension Office staff and appropriate service providers so that deadlines are met
- Update Governance Policies when revisions are approved by the Pension Committee
- Book/manage travel arrangements to training and conferences for Pension Committee members and Pension Office staff.
- Coordinate the Annual Education Session for Pension Committee members
- Update and maintain Pension Committee training calendar and budget worksheets
- Coordinate new Pension Committee member orientation
- Maintain the Halifax Regional Municipality Pension Plan website
- Receive and deposit cheques in a timely manner

- Enter vendor invoices for payment in accounting software in an accurate and timely manner
- Accurately maintain all Pension Plan records including minutes, member correspondence, Plan documents, contracts, mandates, reports from all service providers and staff, contact listings, member/alternate appointments, Participating Employer agreements, signing authorities, memberships, subscriptions, training and education records
- Administer the Pension Committee Orientation Manual and the Pension Plan's library
- Coordinate/distribute Plan Member surveys, maintain results of survey responses for reporting to the Pension Committee
- Coordinate, distribute, sort, post all mail
- Perform other duties as assigned

Qualifications:

Education and Experience:

- Degree/certificate in office administration plus 2-3 years experience in an executive office environment. A suitable combination of education and experience may be considered
- Experience in a Pension office would be an asset
- Basic knowledge in web page authoring an asset or willingness to take training

Job Specific Knowledge:

- Strong organizational skills and a sound understanding of standard office procedures
- Demonstrated problem solving and analytical thinking
- Excellent communication skills, both oral and written to deal effectively with all stakeholder's
- Excellent time management skills
- Knowledge of the Pension industry would be considered an asset
- Ability to work in a setting where priorities are subject to change due to a dynamic environment

Technical Skills:

- Proficiency and expertise in use of current computer technology and related software (MS Excel, MS Word, internet and email systems)
- Ability to accurately record the minutes of meetings
- Attention to detail
- Strong financial and communication skills

Salary:

Salary commensurate with education and experience. Includes a competitive pension and benefit package.

To apply for this position, email your resume and cover letter to Matt Leonard, Director, Finance & Operations at leonarm@halifax.ca. Additional information about the Pension Plan may be found at www.hrmpensionplan.ca.

Only those candidates selected for an interview will be contacted.