



PORT ALBERNI PORT AUTHORITY (PAPA)

JOB DESCRIPTION

POSITION: Corporate-Executive Secretary

Last Update: January 13, 2020

1. POSITION SUMMARY

Under general supervision of the President & CEO, the full-time position conducts, coordinates and oversees technical, administrative and operational duties in support of the President & CEO and/or the Board of Directors, including the provision of varied and complex administrative duties; and other tasks as assigned. This position requires the highest degree of confidentiality and is accountable for highly sensitive support to the President & CEO and the Board of Directors.

As a representative of the Port Authority, the employee must act and advocate in the best interests of the organization.

2. ORGANIZATION

This position reports to the President & CEO.

3. ACCOUNTABILITIES

3.1 Safety

The Corporate Secretary will maintain safe working conditions as stated in the Port Authority's Policy Manual³

3.2 Corporate Secretarial Duties

Organizes and attends management, Board, committee and other meetings to take minutes and other tasks related to the adequate preparation of such meetings.

Records all meeting dates, updating and keeping all Notices of Appointment, Board profiles, Conflict of Interest Guidelines, Canada Marine Act, By-laws, Letters Patent, and Management Regulations.

Records and distributes all minutes from Director's meetings, AGMs, or other such meetings of the Port Authority.

Establishes and maintains the Corporate Calendar. Maintains appointment schedules and calendars for the Port Authority Board and arranges meetings, conferences, accommodations, travel and transportation and all event registrations.

Provides response to Access to Information requests, and Canada Marine Act obligations with respect to the nomination/appointment of directors and the Port Advisory Nominating Committee etc.

Acts as Access to Information and Privacy (ATIP) Coordinator and Official Languages representative for the Port Authority. Prepares annual reports for ATIP, Privacy, Official Languages as per the Canada Marine Act.

Prepares correspondence as directed by the Board members.

Prepares and organizes Annual General Meeting and notifications to Ministry of Transport.

3.3 Executive Secretarial Duties for President & CEO

Performs a wide variety of executive secretarial and administrative duties as required in the daily operations of the President & CEO's office.

Oversees all meetings, appointments, and tracks timelines for the office of the President & CEO.

Reviews and summarizes miscellaneous reports and documents; prepares background documents as necessary.

Researches and analyzes routine administrative projects for the President & CEO; prepares first draft reports on routine administrative matters.

Independently responds to letters and general correspondence of a routine corporate nature.

Prepares (draft and final) agenda and Board of Directors packages.

Prepares all administration documents necessary for Annual Financial Audit conducted by Ministry of Transportation, Ottawa.

Maintains electronic calendar, schedules appointments, coordinates conference registration and business travel and provides all secretarial duties as required by the President & CEO.

3.4 Administrative Functions

Receives and directs communications to the President & CEO, Port Authority Board members and/or staff, including telephone calls and e-mail messages, and provides assistance using independent judgment to determine those communications requiring priority attentions.

Set up for meeting by purchasing refreshments or meals and cleans up after meetings.

Provides support as required to the Management Team.

Represents the Port Authority as requested at meetings, conferences and events organized by any government office or other bodies.

3.5 Authorized Signatory

As authorized signatory for the Port Authority, signs official documents as required, including cheques, payroll cheques, leases, licenses and other official documentation.

3.6 Corporate Image

Reviews all official outgoing corporate documents, including reports, proposals, agreements, advertisements and correspondence, to proof-read the content and ensure they comply with approved corporate image guidelines.

3.7 Other Duties

Performs other related duties as required.

4. KNOWLEDGE AND ABILITIES

Ability to establish and maintain effective working relationships with patrons, staff and directors in a warm, friendly and informative manner and to deal effectively with a wide variety of contacts and provide a variety of diverse information, assistance and service to same.

Ability to accurately answer inquiries, takes accurate messages and refers patrons concerns, questions and comments to the appropriate staff member.

Sound knowledge of business English, spelling, and punctuation, word processing with MS Office, prepares spread sheet design working in MS Excel, provide bookkeeping support processes using QuickBooks and modern business office practices and procedures.

Ability to perform moderately complex word processing assignments, keyboarding accurately and rapidly (50 wpm) and in operating modern office equipment and telephone system.

Ability to multi-task paying attention to detail and managing deadlines as required.

5. EDUCATION AND EXPERIENCE

Equivalent to completion of at least two years of college-level coursework in business or a field related to the work and five years of office administrative experience, including supervision of other staff, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must have a demonstrated understanding of current office productivity software such as Microsoft Office suite of products to perform the requirements of the position.

6. PERSONAL QUALITIES

Must have effective work habits, excellent interpersonal and customer relations skills. Exceptional written and oral communication skills required along with the ability to present business concepts into easily understood minutes, reports and presentations. A high degree of initiative and independent judgment is required as well as an ability to work with minimal supervision. Must be able to communicate effectively with staff and clients in a professional manner. Must be able to learn and adapt to computer information systems, accounting systems, and new business procedures. Accountabilities of position require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall Port Authority activities. The position requires an exceptional ability to pay attention to all details, set and follow a timeline schedule and monitor same for the President & CEO.

7. WORKING CONDITIONS

Normal office conditions with travel to PAPA properties and external contacts.

After-hours participation in Board meetings, conferences, workshops and other meetings may be required.

I have read and understood this job description.

Name: _____

Signature: _____

Date: _____