

Job Source: **BC Hydro**
Job Title: **Admin Asst- Supply Chain**
Job Number: **BCH-R-0934-211207E1**
Job Location: **Edmonds, Burnaby, British Columbia, Canada**

We're BC Hydro and we have a big job to do.

Keeping the lights on for over 4 million people across the province takes a lot of talented people doing many different jobs. From working deep in a generating station, atop a power pole, or behind a desk, whatever it is that makes you tick we offer challenging careers to help you reach your potential.

We're investing more than \$2 billion per year in major capital infrastructure projects to help meet the growing demand for safe, reliable power. We're upgrading transmission lines, building new substations, and investing in our hydroelectric generation facilities. We aim to provide meaningful and challenging work, opportunities for growth and a healthy work/life balance. We've been recognized for excellence and been named one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

It's our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do.

JOB DESCRIPTION

Duties:

* Our Supply Chain function is integral to keeping the business running and the lights on. We're transforming our Supply Chain model through the implementation of a full category management capability to better meet the business' requirements for quality, safety and reliability in what we buy for the best total cost and to ensure mutually beneficial supplier relationships. As the Operations & Enterprise (O&E) Supply Chain group, we're accountable to develop and implement strategies for the key products and services spend categories that account for over 80% of BC Hydro's annual \$2 billion expenditures. Categories are organized into five portfolios: Enterprise, Major Equipment, Engineering & Technical Services, Materials & Logistics, and Field Support Services. We are a dynamic department that is constantly looking for ways to collaborate with our business partners across BC Hydro and our suppliers to make things better.

* We are currently searching for a professional, business savvy Administrative Assistant to provide comprehensive, confidential administrative support to the Director, Operations & Enterprise Supply Chain. In our ideal world, we are looking for someone who can predict needs before we can and impress us with your solution focused attitude. Successful candidates will be able to build strong relationships and must be outcome oriented. The ability to work in a fast-paced environment with strong attention to detail and the acumen to navigate the organization is essential. You will be fully engaged and busy from the first day and we guarantee there will be lots of variety and never a dull moment.

Outcomes & Accountabilities

Provide seamless coordination and organization for the following:

* Maintaining, coordinating and integrating calendar, email and files; booking and managing meetings and conference calls; managing correspondence to ensure all items are prioritized and dealt with in a timely manner through maintaining a "prioritized bring forward" system; providing back up materials prior to all meetings including the retrieval of materials and preparation of agendas; and prioritizing, managing, and communicating deadlines/action items.

* Coordinating meetings, communications and approvals with the offices of the executive steering committee members (BC Hydro Executive Team members) and sponsors (senior managers across BC Hydro).

Ensure and maintains open flow of communications between Director, direct reports, and extended team including:

* Documenting and following up on outstanding action items; preparing/drafting meeting agendas/minutes, presentation and other material for distribution.

* Maintaining the departmental organizational chart, ensuring the departments' contact lists are up to date and maintain the overall email distribution lists.

* Managing content and security permissions for the department SharePoint sites

Is the “glue” that helps create a well-functioning and highly engaged team by:

* Maintaining professional working relationships with the team, with all levels of staff within BC Hydro, and with external organizations.

* Acting independently with a high level of initiative, judgment, discretion, diplomacy and business acumen, particularly in dealing with confidential or sensitive matters.

* Preparing employee documentation such as employee change forms, recruitment requisitions, onboarding, logistics and provide new employee orientation assistance as required.

* Coordinating the recruitment process including working with HR, Recruitment, hiring managers and prospective candidates.

* Coordinating team monthly and quarterly meetings; supporting implementation of employee engagement plan.

* Administering and monitoring various financial functions including invoices, expense claims, purchase orders, purchasing of stationary and/or office equipment.

* Monitoring safety and mandatory training for team including reporting of compliance.

Have an orientation to continuous improvement and pro-actively bring solutions on how to make things better by:

* Review current administrative process and develop understanding of why they are set up. Use this knowledge to plan and implement improvements

* Be open and ready to dive in when required. For example, taking on special projects, such as coordinate event planning, and arranging travel and providing leadership and assistance to other Administrative Assistants in the office as required.

Qualifications:

* Post-secondary education or equivalent.

* We may consider those with an equivalent combination of education, training and experience. * Minimum 5 years senior level administrative experience or equivalent within a corporate environment performing a range of diverse, confidential, administrative support duties.

* High level of interpersonal and communications skills, both verbal and written, tact and diplomacy.

* Exceptional attention to detail.

* Strong team player with excellent time management, proven ability to multi-task, prioritize and adapt easily to shifting priorities when required, especially with tight and unpredictable and/or conflicting deadlines, while maintaining flexible, and supportive attitude.

* Self starter who is proactive in identifying and proposing solutions to issues that arise using sound judgment and decision-making skills.

* Highly proficient in Microsoft Word/Excel/Outlook/PowerPoint/SharePoint; adept at learning new systems such as SAP (HR & Financial), collaboration platforms such as MS Teams.

* Ability to prepare, format and finalize correspondence and/or reports using word processing/spreadsheet/database/presentation graphics application programs.

ADDITIONAL INFORMATION

* BC Hydro employees will be required to provide proof that they are fully vaccinated effective November 22, 2021

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_op.html by **December 21, 2021**.

[Click here](#) to access the job posting or visit the [BC Hydro "Current Opportunities" Careers page](#) to view and apply for jobs.

You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.

On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the electricity system in B.C. It's an exciting time to be a part of our team as we invest in our system and prepare to meet the challenges of tomorrow.

Our values guide our work. Want to join us?

We are safe.

We are here for our customers.

We are one team.

We include everyone.

We act with integrity and respect.

We are forward thinking.

BC Hydro is an equal opportunity employer.

We include everyone. We welcome applications from anyone, including members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

We are also happy to provide reasonable accommodations throughout the selection process and while working at BC Hydro. If you require support applying online because you are a person with a disability, please contact us at Recruitmenthelp@BCHydro.com.