



Position opening: Administrative Assistant

Are you looking to be a part of the oversight of British Columbia's essential food system? Do you have a background in or interest in agriculture or food production?

The BC Vegetable Marketing Commission is seeking an energetic, self-starter highly organized Administrative Assistant to join their Surrey-based team. An upbeat "can-do" attitude with a desire to learn and work in a team environment are essential for this fast-paced, multi-stakeholder, policy-oriented operations environment. This might be the job for you if:

- ✓ *You love to effectively plan and organize multiple concurrent projects with a strong attention to detail; you command your role while adapting to circumstances*
- ✓ *You have excellent written and verbal communication skills, including a proven ability to generate, proof and edit complex legal and policy documents*
- ✓ *People say you have superior critical thinking and problem-solving skills to resist anxiety and meet strict deadlines under pressure*
- ✓ *You thrive at managing relationships empathetically, practically, harmoniously and pro-actively*
- ✓ *You can demonstrate advanced computer skills, including Excel, PowerPoint, Word and Outlook*

About the position: The Administrative Assistant provides for the smooth functioning of all aspects of BCVVMC office administration. The position demands a considerable degree of diplomacy, a high level of interpersonal and organizational skills, and a continuous improvement, self-starter and problem-solving attitude. Working in a small but busy and demanding environment, issues of a confidential and complex nature are routinely encountered. Some travel and flexible scheduling for special events and meetings is required. Related post-secondary education is preferred but an equivalent combination of education and experience will be considered.



About the BC Vegetable Marketing Commission: The BC Vegetable Marketing Commission is vested with the power to promote, control and regulate in any respect the production, transportation, packing, storage and marketing of Regulated Vegetables grown in British Columbia. The overall purpose of regulated marketing is to provide a framework for producer economic stability and to satisfy other related public interests. It is intended to benefit producers, the sector's value chain, and the public. Learn more at bcveg.com

Posting date: May 14, 2020

How to apply: The preferred application process is to forward a resume and cover letter outlining your pertinent qualities and qualifications to Anna Marie White via email: [annamwhite\(at\)lightspeed.ca](mailto:annamwhite@lightspeed.ca)

We seek to fill this position immediately. Applications will be accepted until the position is filled. A full job description is available on request to the above email. Please do not contact the BC Vegetable Marketing Commission directly regarding this opening.