

Executive Assistant

Exempt
Out of Service

Advanced Solutions (ESIT Advanced Solutions Inc.) formerly known as HP Advanced Solutions delivers verifiably world-class business process and information technology outsourcing services in a professional and labour-friendly environment. Advanced Solutions was incorporated in May 2004 and is headquartered in beautiful British Columbia.

Where will a career with Advanced Solutions take you? Working with industry partners from around the world and BC government leaders, you will participate and contribute at the leading edge of information technology. At Advanced Solutions you will work with outstanding people in a challenging and dynamic environment. We strive to provide you with the tools, the training, and the opportunity to take charge of your future and, working within a centre of excellence, take advantage of perpetual change to maximize client service and satisfaction.

As a [Victoria Innovation, Advanced Technology and Entrepreneurship Council \(VIATEC\)](#) member, Advanced Solutions supports the dynamic (two billion in revenue annually) Greater Victoria technology sector through innovative recruitment activities that encourage careers in technology.

We promote a diverse, equitable work environment and welcome employment applications from individuals of all backgrounds. Our employees enjoy competitive and comprehensive extended and group benefits and participate in a very progressive defined benefit plan through the BC Public Service Pension Plan.

Advanced Solutions is looking for community-minded, energetic, progressive individuals to join its Executive team.

Responsibilities

As the Executive Assistant, under the general direction of the President, ESIT Advanced Solutions, you are responsible for conveying and receiving time-sensitive information, following up on assigned projects, coordinating and tracking meetings, supporting a variety of administrative activities, delivery of services to clients, arranging travel, tracking and monitoring initiatives and responding to requests for information.

For a more detailed description of this job including selection criteria, please [click here](#).

Application Information

If you have a hands-on approach, are committed to providing service excellence, and are looking for a rewarding and challenging career opportunity where you can be part of an exciting operation, we would like to hear from you!

Please ensure your application clearly identifies how you meet each of the stated qualifications, with particular emphasis on the education, training, and experience requirements. This information will be utilized in screening your application and determining whether you will be considered for the next stage of the recruitment process. In your application/cover letter please indicate how you heard about ESIT Advanced Solutions (i.e. name of job boards, career fairs, word of mouth).



Qualified candidates are invited to forward their cover letter and resume, noting the position title and where they saw the position advertised, to Competition@dxcas.com by **January 19, 2018**.

An eligibility list may be created. Lesser qualified applicants may be under-implemented or appointed at a lower level.

Job/Performance Expectations, Competencies and Core Values

All Advanced Solutions employees display a high level of effort and commitment and show mature judgement and tact while maintaining a professional and confidential manner at all times. Our employees demonstrate trustworthiness and responsible behaviour as well as an eagerness to learn and a willingness to accept direction and feedback. Persistence and an ability to seek alternatives and solutions, while working in a resourceful manner to collaboratively accomplish reasonable and expected work goals is a must. On call work during non-core hours may be a requirement for this position.

Key competencies for all Advanced Solutions employees include customer focus, integrity and trust, ethics and values, motivating others, driving for results, building effective teams, priority-setting, decision quality, business acumen, accountability, and organization skills.

Advanced Solutions employees also adhere to the following four Core Values:

- **Exemplify Professionalism:** We uphold a respectful and respected workforce.
- **Embrace and Champion Change:** We enthusiastically participate, collaborate, innovate, and welcome change.
- **Encourage and Take Initiative:** We are an engaged and progressive workforce promoting personal and professional growth.
- **Personify Integrity:** We are reputable and productive which builds the foundation of our success.

Employment Type: Full time, Regular
Union/Non-Union: Non-union
Compensation: Salary commensurate with qualifications and experience
Office Location: Victoria, British Columbia

Advanced Solutions is located at the beautiful Vancouver Island Technology Park (VITP) - home to the greatest concentration of technology companies on the island and offering amenities that allow its people to be healthy and happy in the workplace. To learn more about VITP and its amenities, visit <http://vitp.ca/about-vitp/about-us/>.