



JOB POSTING EXECUTIVE ASSISTANT

The **Kootenay Rockies Innovation Council (KRIC)** has an immediate opening in Invermere for a ¾ to full-time Executive Assistant. The successful candidate will report to the Executive Director of KRIC and have the primary responsibility of enhancing the executive director's effectiveness by providing information management support, logistics support, administrative support and representing the executive to others.

Skills & Qualifications

- 3 to 5 years experience in a senior administrative position
- Degree or diploma in a business related field preferred but not essential
- Proficient in Microsoft Office including powerpoint
- Working knowledge of Google Apps and social networking tools such as Twitter and Facebook would be an asset
- Good verbal and written communication skills and proof of report writing capabilities
- Detail and task oriented with high degree of accuracy
- Ability to be self directed for own tasks and also fully function in a supportive role
- Good administrative and organizational skills
- Able to multitask and problem solve quickly
- Event planning

Other

- The position will be based out of the KRIC office in Invermere, BC. Travel within EK region may be required and the applicant must have a reliable vehicle and a valid drivers' license (expenses will be reimbursed per policy).
- Please remit resume and two references online by **9 am Monday March 22, 2010** to Katie Wells, Executive Director at info@kric.ca and reference KRIC-EXEC ASST and your name in the email subject line.
- Ideal candidate would be available to start April 1st.

KRIC is a not-for-profit organization whose mission is to foster a vibrant, diverse and resilient economy in the EK through science and technology.

This is a 30-40 hour per week position depending on skills, experience, availability and wage rate. Salary will be commensurate with experience and regional benchmarks.