



Category	Executive Office
Job Type	Regular Part-time
Posting Type	Internal/External
Work Location	Central – Administration, Victoria, BC
Hours per Week	17.5
Hourly Wage	\$45 - \$49.16 (Exempt Pay Band 6)
Union Membership	This is an Exempt Position in a unionized CUPE 410 worksite

DESCRIPTION

√ Do you bring strong organizational skills, attention to detail, and a calm, methodical approach to supporting executive-level work in a public service setting?

√ Are you skilled at coordinating schedules, preparing materials, and managing information flow to help leadership teams operate efficiently and meet organizational priorities?

√ Do you take pride in producing clear, accurate documents and minutes that support informed decision-making and good governance at the highest levels of an organization?

Role

Reporting to the Executive Assistant, this exempt role provides comprehensive administrative and organizational support to the Chief Executive Officer (CEO) and the Senior Leadership Team. This role is responsible for coordinating executive-level administrative functions to ensure the efficient operation of the CEO's office and the Senior Leadership Team.

Details

- Work schedule: 17.5 hours per week, scheduled over three days: Tuesday, Wednesday, and Thursday.
- Schedule is subject to change based on operational requirements.
- Evening and weekend work may be required.
- Please find a copy of the job description [here](#).
- A comprehensive benefits package, including extended health and dental benefits and a defined-benefit pension plan.
- The successful candidate is required to provide a satisfactory police information/background check.



Applicants must meet the required qualifications (education and experience, skills, knowledge, and ability) as noted in the job description to be considered for a position.

It is the applicant's responsibility to clearly demonstrate in the application how their education and experience meets the qualifications as noted in the job description. The application should also include professional development taken to date.

Applicants should provide relevant work experience as noted in the job description.

Note: applicants may be required to submit verification of education.

Applicants may be asked to provide a demonstration of their skills and abilities in addition to an interview; details will be provided to applicants in advance to allow time for preparation.

If you are ready to make a positive career change that will provide you with the opportunity to truly make a difference, please:

- Email your resume and cover letter to pccareers@gvpl.ca.
- Quote "2026-70EX Executive Support Assistant" in the subject line of your email.
- Complete the Job Application Form by using the link provided below.
 - Link: [2026-70EX Executive Support Assistant - Job Application Form.](#)

Applications will be accepted until 12:00 p.m. Pacific Time on **Thursday, September 3, 2026.**

Applications received after this date and time will not be considered. Only complete applications will be accepted.

This position is open to internal and external applicants, and qualified internal applicants will be given preference.

For regular staff who elect to move into a new role or schedule line, previously approved vacation may not be carried forward into the new schedule. In these instances, staff will be asked to resubmit their vacation requests once they assume their new schedule line.

We thank all applicants for their interest, and we will contact only those selected to move forward.