



Our Executive Assistant Job Description

Summary of the Role and Responsibilities

Often Members see only the tip of the "BNI Iceberg." As a part of the Regional Support Team with a special focus on the office administration and member support, you will be actively involved in the day to day operations of a highly productive and active BNI region.

As assistant to our Executive Director, you will support and participate in regional planning and organization. Imagine working with over 800 happy members. There is always something going on. We proudly to host numerous regional events and training sessions for our members.

Your training and education about the procedures and policies of BNI will help you support, educate and inform Members about the full scope of the organization.

Job Characteristics

- Each day different from the next; especially in personal interactions. Fast-paced environment. Multiple projects going simultaneously
- Very socially-focused; requires "how can I help you?" attitude. Lots of attention spent on building and maintaining relationships, especially where helping, not pressuring, others fosters the relationship.
- Adherence to established guidelines and procedures is important. Will involve others in the decision-making; there is a need to build consensus rather than make decisions alone.
- Open, flowing communication is important. Position requires working with and through others, especially in a helping role.
- Team environment: leader must be willing to jump in and roll up their sleeves to help out when necessary. Need someone who leads by example. Strong, friendly follow-up necessary on tasks delegated to ensure proper results.

Summary

The focus of this position is working with and through others, building and maintaining relationships, and working closely and accurately within established guidelines. There is a need for an effective communicator, someone who is able to stimulate and motivate others while being aware of and responsive to their needs and concerns. There will be many different people to meet and work with. The person in this position must be friendly and genuinely interested in the business, agenda, and needs of others, including the company, its management, the team, the company's customers, or all of the above. A

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persuasive, teaching style of communication is required to communicate the company's policies, programs, and systems. A faster-than-average pace will be the norm for this position. Detail work is a major focus of the job, and those details need to be handled quickly, correctly, and efficiently. This portion of the work will often focus on relationships with others; correct handling of details dealing with others is necessary to maintain and grow relationships. Following up carefully, closely, and cheerfully is required to ensure both correct work and maintenance of the relationships.

Requirements

- Ability to see the organizations vision and be committed to the purpose of the organization
- Strong time management skills as well as strong organizational skills
- Excellent written and verbal skills
- Enjoy and be skillful with Microsoft Word, Excel and PowerPoint applications, Photoshop
- High level of confidentiality, diplomacy and discretion, professional in action and dress
- Excellent attention to detail and dedication to quality
- Willingness to adapt and work with an engaged, dynamic and collaborative team

To Apply

Please email your resume and cover letter to:

BNI Alberta North
Pat Stride, Executive Director
pat@BNIalberta.ca
www.BNIalberta.ca

We thank all applicants; however only qualified candidates will be contacted.

Thank you for your interest.



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