



## Executive Assistant – Elim Housing Society

Elim Village is a developing comprehensive Christian seniors community located on 20 acres in Fleetwood (Surrey) B.C. A not for profit charitable organization, Elim Village offers a unique opportunity to be a part of a working environment that embraces Christian principles and beliefs and pursues the highest standards in business and care operations. Our approach is integrative and team oriented; founded on our core values which emphasize the value we place on our relationships with residents, staff and stakeholders.

The Executive Assistant reports to the Chief Executive Officer and assists in all aspects of the administration of the Elim Housing Society, Elim Christian Care Society and Elim Foundation. The Executive Assistant will demonstrate a capacity for working in a team environment as well as completing tasks independently with a minimum of supervision. The Executive Assistant will possess demonstrable skills in office administration and in the execution of assigned duties. Respect for, and adherence to, the work environment established by Elim is a job requirement.

To apply for this position please send a resume and cover letter to:

Wilma Reuser  
Human Resources  
Elim Village  
9067-160th Street  
Surrey BC V4N 2X7  
Ph: 604-583-3546  
ext 4036  
Fax: 604-583-3514  
wreuser@elimvillage.com

### Qualifications:

- A commitment to the mission, vision, and principles of Elim Housing Society
- Interpersonal skills, especially the ability to relate to our residents and to work with the Board of Directors, staff members, and volunteers.
- Have experience or understanding of working with not-for-profit organizations
- Demonstrated experience and/or training in all office skills, including filing systems, and Microsoft Office software
- Ability to adapt to changing circumstances and assignments
- Possess post-secondary training or minimum of 5 years' experience in working within office environments
- Possess a basic comprehension of dealing with confidential matters and information

Join a dynamic team of committed professionals in the future development of Elim Village

A complete Campus of Care where residents can age within their community.

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A full job description is available upon request

The position will remain open until a suitable candidate is found. While we are thankful for all applications only those applicants selected for interviews will be contacted.