

### **Administrative Assistant to the Chief Financial Officer**

**Fraser Surrey Docks LP** is looking to add talent to its existing team. The opportunity to work as **Administrative Assistant to the Chief Financial Officer (CFO)** will extend your skills and grow your career in this multi-faceted environment.

**Fraser Surrey Docks LP**, is a modern multi-purpose marine terminal that has been serving the needs of its customers since 1962. The facility is located in the greater Vancouver area of Surrey, British Columbia on the Fraser River. It is the largest facility of its kind on the west coast of North America.

This role will encompass the necessary duties associated with providing administrative support and Claims Support to the CFO. In return we will reward you with a competitive salary, and full benefits package.

You will support the CFO and Finance Team by:

- Completing a wide range of administrative tasks including managing the CFO's calendar and email, preparing expense reports, composing and preparing confidential correspondence, arranging travel plans, compiling documents for meetings, etc.
- Plans, coordinates and ensures the CFO's schedule is followed and respected
- Communicating directly and on behalf of the CFO with external and internal stakeholders, contacts and employees on behalf of the CFO on matters related to the CFO's initiatives
- Coordinating the CFO's meetings, taking minutes, preparing documents and reports as required
- Working closely and effectively with the CFO to keep CFO well informed of upcoming commitments and responsibilities, following up appropriately
- Managing non-accounting Finance Department and corporate filing
- Tracking and filing company's legal documentation, contracts, agreements
- Coordinating annual insurance renewal; supports department with vehicle insurance renewals
- Assisting the CFO in risk management initiatives
- Assisting the CFO in financing and other related initiatives
- Coordinating board and board committee meetings including the preparation of agendas, meeting packages, and taking minutes; oversees meeting logistics
- Maintaining corporate minute books and regulatory filings
- Drafting corporate governance policies and documents
- Assisting with the editing of department policies and procedures
- Coordinating department meetings
- Participating with the finance team in the creation and maintenance of a corporate deadline and reporting calendar
- Disseminating corporate scorecard and other financial metric reports
- Supporting the CFO to ensure CFO's professional development requirements are met
- Completing a wide variety of Claims administrative duties for the CFO including:
  - Logging/filing all claims, and related paperwork
  - Maintaining claims numbers & files
  - Drafting claims notices
  - Collecting all necessary claims documentation

- Coordinating with claims adjusters and surveyors
- Updating and maintaining reserve requirement spreadsheet
- Providing quarterly reports to Insurance Provider
- Performing other duties as may be requested by the CFO
- Supporting peers on the Administration Team as requested by the Manager of Administration

**Qualifications and Skills:**

- A University degree
- Familiarity with accounting, finance and governance processes and principles
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks
- Detail oriented with excellent analytical and problem solving skills including the ability to deal with situations where information is difficult to obtain, complex or ambiguous
- Positive attitude with ability to work in an ever-changing environment and handle multiple tasks and projects
- Committed to best practices implementation and setting an example to other team members with respect to the same
- Strong written and verbal communication skills
- Proactive with the ability to foresee the CFO's needs
- Ability to handle confidential information with discretion
- Excellent verbal and written communication skills
- Ability to effectively engage and collaborate with other departments
- Experience in legal documentation and filings
- Experience in organizing and working with Board members
- Minimum three years' experience in a senior administrative position

We welcome applications from those eligible to work in Canada and request that a covering letter and resume be sent to [careers@fsd.bc.ca](mailto:careers@fsd.bc.ca) with "Administrative Assistant to the CFO" in the subject title. We kindly request no phone calls as all considered applicants will be contacted directly.