



Administrative Assistant, FRIA and Human Resources

Fraser Surrey Docks LP (FSD) is looking to add talent to its existing team. The opportunity to work as **Administrative Assistant** reporting to the Manager of Administration, will extend your skills and grow your career in this multi-faceted, unionized environment.

FSD 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.

In this role as Administrative Assistant, your job would be to support Fraser River Industrial Association (FRIA), as well as providing support the Director of HR & Communications.

FRIA is a representative voice of business that operates along the Lower Fraser River and serves as a forum for the exchange of industry news and information. FRIA aims to contribute to the creation of a collaborative and comprehensive strategy for long-term economic prosperity and environmental sustainability.

This role will encompass the necessary duties associated with providing Administrative support to the Manager of Administration and the Director of Human Resources and Communication and in return we will reward you with a competitive salary, and full benefits package.

FRIA RESPONSIBILITIES:

- Completes a broad variety of administrative tasks including:
 - Record, compile, transcribe and distribute minutes of meetings
 - Follow up on action plans and timelines
 - Coordinate meetings with members, partners, outreach sponsors
- Composition of documents and action plans
- Ongoing management of the organizational website and editing contents as required
- Engagement with Government and other key stakeholders to plan and raise awareness
- Seek out opportunities for partner updates/information sessions
- Track and monitor Fraser River relative information
- Strategy development to identify needs and expectations for projects
- Structure development for membership dues
- Soliciting of new members
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressure

HR RESPONSIBILITIES:

- Providing clerical and administrative support to the Director of Human Resources and Communication
- Compiling and updating employee records
- Maintain and update FSD's human resources policies

- Process employee benefit enrollments, changes and terminations of participants in all benefit plans and programs.
- Assist employees with any benefit claim issues or concerns.
- Assist the Director of Human Resources and Communications with recruitment activities such as:
 - Initial phone screening
 - Scheduling interviews
 - Conducting new employee orientation
 - Preparation of new hire documentation
- Manage and maintain the Service Award & Retirement programs for the company, follow ups and celebrations for significant milestones for employees
- Manage and create a sponsorship strategy for community outreach and engagement

QUALIFICATIONS:

- Strong business acumen
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong knowledge of developing documents such as; policies/procedures/standards/guidelines
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and customers
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability, shown to take initiative
- Demonstrated ability to be a team player
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Works effectively under pressure.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Extremely proficient in commitments and responsibilities, following up appropriately

EDUCATION & EXPERIENCE:

- Bachelor's degree or equivalent
- Benefits administration experience
- One year human resources experience
- Proficient in MS Office
- SharePoint experience
- Minimum of 3 years' experience in a senior administrative position
- Experience in maritime and/or transportation industry is an advantage

WORKING HOURS:

Mainly 8am – 5pm Monday to Friday

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 with "Administrative Assistant, FRIA and Human Resources" in the subject title. We kindly request no phone calls as all considered applicants will be contacted directly.