

Administrative Assistant, Brand Department

Knowledge Network, British Columbia's public broadcaster, is looking for an administrative dynamo with a creative eye to join our Brand Department.

As the key support person for the department, you'll report to the Director of Network Brands and be responsible for driving the daily coordination of projects for the creative team, which includes graphic, video and digital artists. You will represent the department as the liaison between internal departments and production suppliers.

We're looking for an enthusiastic, hard-working, collaborative team player who knows when to take charge and when to follow the project lead. You will use your solid administrative and organizational skills to:

- Support the day-to-day operations of an 11-person department
- Support the Director of Network Brands in:
 - Ensuring strong department communication streams
 - Annual planning/goal setting process for the department
- Coordinate, track and monitor projects to ensure accurate details and timelines for the design team
- Track department expenditures and monitor the department budget
- Coordinate travel arrangements and services with suppliers

We're looking for someone who has a passion for brand design, in addition to:

- 2+ years in an administrative position, preferably working in a creative environment
- Advanced skills in Microsoft Office 365 (Word, Excel, Outlook, Teams, Planner), Adobe Acrobat and capable of learning proprietary software as needed
- Strong team player who responds to multiple tasks with care and attention
- Superior organizational skills and exemplary strength in navigating multiple priorities and tracking multiple projects
- Detail-oriented and skilled at maintaining project and financial records

Knowledge Network is an equal opportunity employer committed to respect and diversity in everything we do. We invite applications from women, visible minorities, Indigenous Peoples, individuals with disabilities, persons of all sexual orientation and gender identities, and all people committed to meaningful work that makes a difference. If you identify with an equity-deserving group, we encourage you to reference this in your cover letter.

We are a crown corporation, funded by an annual operating grant from the provincial government and through donations from over 47,000 Knowledge Partners. As such we offer you:

- A competitive salary – starting in the mid 50's and working your way up to \$65k+ within four years
- Stable employment with a secure, trusted employer
- Standard work hours (8 hours/day; Monday-Friday) so you can enjoy your evenings and weekends
- Hybrid work option – up to 2 days per week
- Generous vacation (starting at 4 weeks) plus 12 statutory holidays
- 100% employer-paid dental, extended health and vision care for you and your family
- An extremely generous defined benefit pension plan (BC Municipal Pension Plan)
- Training and professional development opportunities to grow your skills

If this sounds like the right opportunity for you, at the right time in your career, please **send a PDF of your cover letter and resume** to hr@knowledge.ca, by **May 13, 2022**. If you require accommodations at any point during the application and hiring process, please let us know.