

Governance/Executive Coordinator, President's Office (6 Month Term)
N 20/19 NT

The WSCC's vision is to eliminate workplace diseases and injuries. Our mission is to promote workplace health and safety while providing no fault insurance to employers and care for injured workers. Our values are respect, engagement, integrity, openness, cultural safety, excellence and stewardship in the workplace.

The Governance/Executive Coordinator, President's Office position is directly responsible and accountable for providing senior corporate level operational leadership and support services within the President's Office to ensure effective operation of the President's office and efficient processes between the offices of the President, Governance Council, Internal Audit and Legal divisions. The position provides objective analysis and broad advice on services relating to the administrative management of WSCC.

This position is located in Yellowknife and reports directly to the President and has a functional relationship with the Chief Governance Officer/Senior Advisor. The position is the main point of contact and is expected to anticipate and prepare for the needs and affairs of the President's Office on a daily basis. The incumbent must be able to handle the additional responsibility of managing requests for information and direction on various issues and when required.

We require completion of a 2-year diploma in Business Management, Business Administration, Legal Studies or equivalent, combined with a minimum of 5 years directly related experience in an administrative role. Experience in corporate governance or in a legal office would be an asset. We consider equivalent combinations of education and experience on a case-by-case basis.

The salary for this position ranges from \$36.03 to \$43.03 hourly (\$70,258.50 to \$83,908.50 yearly), plus a yearly Northern Allowance of \$3,700.

A satisfactory criminal records check is required for this position.

Closing Date: April 3, 2020 @ 5pm

If this sounds like a good fit for you, please forward your resume quoting competition to:

Email: careers@wscc.nt.ca

You must clearly identify your eligibility to receive priority consideration under the Affirmative Action Policy.

The WSCC is an inclusive workplace. If you have a disability and require support or accommodation during the hiring process, we encourage you to identify your needs when we contact you for an interview.

We may use this competition to fill similar vacancies that become available over the next six months.

The ability to communicate in an official language of the NT, in addition to English, is an asset.

safety & care