

ABOUT THE POSITION

The Terminal City Club is Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and one of Boardroom Magazine's 'Distinguished Clubs' with 'Iconic' status, we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

As the Administrative Assistant, you will play a key role in providing high-level administrative support to the GM & CEO, and the executive team, ensuring the smooth operation of the executive office. You take pride in your proactive approach and 'can-do' attitude, which ensures that tasks are completed with accuracy and timeliness. Additionally, you will assist with special projects and office management, maintaining a seamless flow of communication and operations while upholding the Club's standards of professionalism and exceptional service in a fast-paced environment.

JOB RESPONSIBILITIES

- Provide administrative support to the GM & CEO and Executive team, including calendar management, travel arrangements, purchase orders, invoice approvals, and expense reports.
- Organize and coordinate the Board calendar, set up in-person/Zoom meetings, and ensure agendas and materials are prepared and uploaded to the Board portal.
- Attend Board/Committee meetings, take detailed minutes, and compile meeting materials.
- Manage office supplies and maintain organization of common areas and physical storage spaces. Act as the key contact for printer maintenance and repairs.
- Prepare reports, letters, presentations, and documents using Microsoft Office; maintain organized files and databases related to Club operations and corporate records.
- Manage employee phone list, emergency call tree, and First Aid attendants contact list, as well as licensing/certification records.
- Support Accounting with various tasks and assist with special projects as assigned.
- Serve on the Joint Health and Safety Committee.
- Create, update, and maintain member files, manage shareholder records and handle the issuance, updates, and cancellations of certificates, and communicate with members regarding standards infractions.
- Stay informed about Club activities and industry trends to suggest improvements.
- Maintain confidentiality and professionalism when handling sensitive information.
- Regularly update the Administrative Assistant Manual and Board Resource Book while seeking ways to improve processes and increase efficiencies.

REQUIRED SKILLS & EXPERIENCE

- Bachelor's degree in business administration or related field, or equivalent experience.
- Proven experience as an Executive or Administrative Assistant, preferably in hospitality or membership-driven environments.
- High emotional intelligence and professionalism, with strong discretion.
- Excellent attention to detail and organizational skills, with efficiency in task and time management.
- Exceptional verbal and written communication skills, capable of engaging confidently with members and executives.
- Discreet handling of sensitive information, demonstrating integrity and professionalism.
- Solutions-oriented problem solver and critical thinker.
- Proficient in MS Office suite and Acrobat, with experience using multiple data sources.
- Familiarity with Private Club services, rules, and regulations.

WHAT'S IN IT FOR YOU?

Our team of service professionals take care of our members and in turn, we take care of our team. We offer extended benefits & pension, staff events, development opportunities, hot meals daily, easy access to transit and more! As an Administrative Assistant, you'll enjoy competitive wages ranging from \$60,000 to \$ \$69,000 per annum. If this sounds like a team you would like to be a part of, this opportunity may be for you.

HOW TO APPLY

If this sounds like you, please submit your cover letter and resume with attention to: Human Resources, at hr@tclub.com

We thank all applicants for their interest; those being considered will be contacted

