

Executive Assistant

The Greater Victoria Harbour Authority (GVHA) is a self-funded, commercial non-profit organization that owns and manages many of the iconic waterfront spaces around Victoria, including Canada's most popular cruise port-of-call, the Causeway and Fisherman's Wharf. GVHA ensures these spaces remain safe, vibrant, accessible, economically sustainable, and respectful of the unceded territories of the lək'wəŋən People, known today as the x̱səpsəm (Esquimalt) Nation and Songhees Nation.

We are seeking an Executive Assistant (EA) who will provide high-level administrative, organizational, and strategic support to the Chief Executive Officer (CEO), and may support Vice President (VP) and Director-level leaders as required. This role manages complex calendars, coordinates leadership meetings, prepares materials, supports communication with internal and external stakeholders, and handles confidential information with discretion.

The EA is proactive, highly organized, and able to anticipate needs in a fast-paced executive environment. This position will be expected to harness tech-driven efficiency by adopting and optimizing digital tools, automation software, and collaborative platforms to reduce manual work and strengthen overall team productivity. The EA also demonstrates strategic initiative by taking ownership of administrative workflows with a forward-thinking mindset, serving as a trusted strategic partner to the executive leadership team while continuously improving processes and supporting organizational effectiveness.

This position offers a comprehensive benefits package, including extended health and dental coverage (premiums paid by GVHA), RRSP matching, annual bonus eligibility, professional development funding, health spending accounts, paid vacation, additional paid and non-paid leave. Recruiting annual salary range is \$70,000 to \$80,000.

Posting closes August 24

Apply online at <https://gvha.ca/careers/opportunities/>

GVHA is dedicated to encouraging a supportive and inclusive culture amongst our workforce. Our goal is to ensure all candidates and employees are given equal opportunity, and that GVHA is representative of all sections of society.

If you need accommodations for any part of the application and hiring process, please contact hr@gvha.ca. Any personal information provided will be kept confidential.



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gvha.ca/careers