

EXECUTIVE PERSONAL ASSISTANT

Position Description

Victoria, BC | Full-Time | Confidential Search

OVERVIEW

We are seeking an exceptionally organized, discreet, and proactive Executive Personal Assistant to support a principal across board governance, women's health advocacy initiatives, travel coordination, family operations, and personal logistics.

This is a highly trusted role that blends executive support, personal operations, and strategic coordination within a fast-moving private environment. The successful candidate will bring exceptional judgment, emotional intelligence, adaptability, and a calm, solutions-oriented approach to managing complex and evolving priorities.

The ideal candidate thrives behind the scenes, anticipates needs before they arise, and takes pride in creating clarity, organization, and ease for others.

THE ROLE

This is a senior-level personal operations role best suited to someone who enjoys balancing strategic coordination with hands-on execution. You will function as a central coordination point across professional, personal, advocacy, and household priorities, helping ensure commitments, communications, travel, and logistics remain aligned and proactively managed.

KEY RESPONSIBILITIES

Women's Health Initiative

- ▶ Provide dedicated support for a major women's health advocacy initiative
- ▶ Coordinate weekly travel to Vancouver for meetings, interviews, and collaborative sessions with partner organizations
- ▶ Schedule and prepare the principal for radio and television interviews, including logistics, briefing notes, and follow-up
- ▶ Track outcomes and deliverables; help draft reports, correspondence, and communications for stakeholder sharing
- ▶ Manage relationships with collaborators, advocates, researchers, and media contacts

Board & Governance Support

- ▶ Coordinate six annual meetings across two company boards, including travel and logistics to Vancouver and Montreal twice a year
- ▶ Manage board book preparation, briefing materials, and pre-meeting research to ensure the principal is fully prepared
- ▶ Maintain board calendars, track action items, and liaise with other board members and governance teams as needed

Family Association & Events

- ▶ In coordination with other assistants, organize two annual family trips, including travel coordination, accommodations, itineraries, and communications
- ▶ Plan and coordinate four annual visits from extended family to the principals' Victoria home, including an annual Christmas week gathering, managing all related logistics

Travel & Logistics Management

- ▶ Plan and book approximately 10 trips per year, including flights, hotels, ground transportation, and restaurant reservations
- ▶ Prepare detailed travel itineraries for each trip, consolidating all bookings, confirmations, contacts, and contingency information into a single clear document
- ▶ Anticipate and manage travel disruptions — flight changes, rebookings, and last-minute adjustments — with minimal involvement required from the principal
- ▶ Research and select hotels, restaurants, and transportation options aligned with the principal's preferences and standards
- ▶ Manage loyalty programs, travel accounts, and preferred vendor relationships
- ▶ Coordinate travel logistics for accompanying family members or staff when required

Personal Errands, Concierge and Household Support

- ▶ Manage a regular hosting schedule: twice-weekly hostess engagements and monthly guest stays of three to seven days
- ▶ Run local errands including dry cleaning, pharmacy pickups, post office, and time-sensitive deliveries
- ▶ Research and book restaurants, appointments, services, and experiences on the principal's behalf
- ▶ Manage the sourcing, coordination, and delivery of gifts, cards, and personal correspondence for approximately a dozen individuals throughout the year

WHAT WE'RE LOOKING FOR

- ▶ Proven experience (5+ years) as a personal, executive, or household assistant in a high-demand private or corporate setting
- ▶ Outstanding organizational skills with the ability to manage multiple complex priorities simultaneously
- ▶ Discretion and professionalism. This role requires handling sensitive personal and professional information with absolute confidentiality
- ▶ Strong written and verbal communication skills; French language skills are an asset
- ▶ Comfort with frequent travel coordination (Victoria, Vancouver, Montreal)
- ▶ Warm, personable manner with the ability to interact with family members, household staff, board directors, media, and health sector leaders
- ▶ Tech-savvy, with strong interest and familiarity with personal organization and productivity applications, including emerging AI tools that improve efficiency, planning, and workflow management
- ▶ Experience supporting governance or board functions is a strong asset
- ▶ Flexibility and a solutions-oriented mindset. This role requires someone who anticipates needs, not just responds to them

WHAT SUCCESS IN THIS ROLE LOOKS LIKE

- ▶ The principal feels consistently prepared, supported and ahead of schedule
- ▶ Complex logistics are managed seamlessly with minimal oversight
- ▶ Family, household, and professional commitments operate in harmony
- ▶ Communication is proactive, calm, and solution-oriented
- ▶ Sensitive matters are managed with excellent judgment and discretion

WHAT WE OFFER

- ▶ Competitive salary in the range of \$95,000 – \$115,000, commensurate with experience
- ▶ Comprehensive extended health and benefits package
- ▶ Eligibility for a retention bonus opportunity tied to tenure and continued partnership in the role
- ▶ A highly varied and meaningful role supporting work across advocacy, governance, family operations, and personal leadership, offering significant trust, autonomy, and the opportunity to become a valued long-term partner in a thoughtful and purpose-driven environment
- ▶ A highly collaborative working relationship with a warm, engaged, and thoughtful principal who values initiative, trust, and excellence
- ▶ Exposure to influential networks across women's health advocacy, technology, governance, and Canadian business

Note: While the role is primarily structured Monday – Friday, 8:30 am – 5:00 pm, occasional flexibility outside of these hours may be required during travel, events or family gatherings.

This is a confidential search. All inquiries are handled with complete discretion.