



EXECUTIVE ASSISTANT

What's Interchange Recycling all about?

Interchange Recycling, formerly BC Used Oil Management Association (BCUOMA), located in Victoria BC, is a collaborative, not-for-profit, producer-governed group that upholds the environmental objectives of our members. We collect and recycle the products they make and sell, which are then made available as new products from our members and other vendors.

At Interchange, we move forward through balance. Like a major highway interchange, there is a constant flow of materials arriving into the market and coming back into our operations. Likewise, we direct the traffic for members, government, collectors & processors, public recycling centres, and of course, the public. Currently, we recycle used motor oil, oil filters, oil containers, antifreeze, and antifreeze containers—and we're always examining new automotive and industrial products to bring into our recycling process.

Position Overview

Reporting to the Chief Executive Officer (CEO), the Executive Assistant provides high-level executive and administrative support to the CEO and leadership team while helping ensure the smooth day-to-day coordination of organizational operations and employee support activities.

The Executive Assistant serves as a key coordination point for scheduling, communications, meeting management, office administration, and employee-related processes. Working closely with the Manager, Corporate Services and external HR consultants, this role assists with recruitment coordination, onboarding, employee documentation, workplace administration, and related HR activities.

As a proactive and highly organized individual, you bring strong communication skills, sound judgment, attention to detail, and the ability to manage multiple priorities in a collaborative and fast-paced environment. This role supports employees, contractors, leadership, and external partners whose work is focused on environmental responsibility and sustainability.

Key Responsibilities

Executive Support

- Manage the CEO's calendar, appointments, meetings, and travel arrangements to support effective time management and organizational priorities
- Coordinate leadership meetings, including agendas, materials, minutes, and follow-up actions

- Screen and prioritize incoming correspondence, meeting requests, and communications
- Prepare presentations, reports, briefing materials, and other documents as required
- Support special projects, research activities, and executive initiatives
- Maintain confidential records, files, and documentation with a high degree of discretion and professionalism

Office and Organizational Coordination

- Coordinate day-to-day office operations and administrative activities
- Coordinate office supplies, facilities requests, equipment needs, and workplace organization
- Assist with planning company meetings, events, team gatherings, and leadership sessions
- Maintain organized digital and physical records and administrative systems
- Act as a liaison across employees, contractors, vendors, and external stakeholders to support effective communication and coordination
- Complete administrative support tasks related to finance and operations, including data entry and cheque deposit coordination as required
- Contribute to a professional, responsive, and collaborative workplace environment

HR and People Support

- Provide administrative coordination for HR processes in partnership with the Manager, Corporate Services, external HR consultants, and internal leadership
- Coordinate employee onboarding and offboarding activities, including documentation, system access, equipment, and orientation logistics
- Maintain confidential employee records and HR-related documentation in accordance with privacy and confidentiality requirements
- Coordinate benefits administration and employee information updates
- Support performance review administration and employee engagement initiatives
- Coordinate employee training registrations, development activities, and tracking of mandatory training requirements
- Respond to routine employee administrative inquiries and escalate more complex matters appropriately
- Assist with preparing HR-related letters, forms, and internal communications

Qualifications

- Post-secondary degree or diploma in Business Administration or a related field
- Minimum 3 years' experience in an executive assistant or senior administrative assistant role, preferably supporting C-level executives
- Exceptional organizational and time-management skills
- Strong written and verbal communication abilities
- Experience coordinating multiple priorities, projects, and stakeholders in a fast-paced environment.
- Proficiency in Office 365 (SharePoint, Teams, Word, Excel, PowerPoint, Outlook)

- Ability to handle sensitive information with discretion and confidentiality
- Strong problem-solving skills and attention to detail
- Ability to work independently and as part of a team

Personal Attributes

- Proactive: Anticipates needs and takes initiative to address them
- Detail-Oriented: Pays close attention to detail and ensures accuracy in all tasks
- Flexible: Adapts to changing priorities and handles multiple tasks efficiently
- Professional: Maintains a high level of professionalism and decorum in all interactions
- Committed: Shares a passion for environmental sustainability and aligns with the company's mission and values

Salary and Benefits

- Salary: \$80,000-\$95,000, commensurate with experience
- Three weeks' vacation
- Extended Health and Dental Benefits Plan
- Flexible schedule
- Beautiful downtown office location
- Parking, bus pass and/or bike storage provided