



**Victorian Epicure Inc.**  
*"Make your Journey Count"*  
[www.victorianepicure.com](http://www.victorianepicure.com)

### **Position Posting**

*"Epicure Selections cultivates and shares abundance, nurturing healthful lifestyles with the freedom and opportunity to succeed".*

**Position:** Executive Assistant  
**Competition** 2010-02  
**Hours of Work** Part time

Keeping pace with our rapid growth and internal promotions we are recruiting for an Executive Assistant. As **Executive Assistant** your key responsibility will be to provide administrative support to the CEO of Epicure Selections. This position is truly versatile – in any one day the successful candidate will be doing a number of various tasks to support the CEO of Epicure Selections.

Responsibilities Include and are not limited to:

- Providing clerical and administrative support including: Editing, writing, printing, photocopying, faxing and filing as required
- Assisting with data collection for major meetings and for special projects, project status reporting, running reports, creating expense reports, taking minutes and ensuring invoices are signed and taken care of, etc.
- Arranging travel
- Tracking and following up on action items
- Running a variety of personal errands for the CEO
- Assisting in setting up special events including room setup, ordering and picking up food for staff lunches and special events
- Maintaining confidentiality

Knowledge, Skills, Abilities and attitude:

- Completion of grade 12
- Minimum 2 years experience in a similar role
- Proficient with Microsoft Office Suite
- Effective organization, multitasking and time management skills
- Excellent oral- and written-communication skills
- Professional telephone manner and exceptional customer-service skills
- Excellent interpersonal skills
- Excellent problem-solving and troubleshooting skills
- Thrives in a fast-paced environment with limited supervision and remains professional under pressure
- Takes initiative and has the ability to foresee what may need to be done
- Enthusiastic and strives to go above and beyond
- Valid Class-5 driver's license and vehicle

10555 West Saanich Road, North Saanich, B.C. Phone (250) 656-5751 Fax (250) 656-5788  
Visit Our Web Site: [www.epicureselections.com](http://www.epicureselections.com)



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We provide an excellent benefit package, a competitive salary, a positive work environment, a birthday bonus along with a professional development program. For more information about Victorian Epicure, please visit our website at [www.epicureselections.com](http://www.epicureselections.com)

Victorian Epicure is proud to be home to over 140 Team Members. Victorian Epicure has received the **Employer of the Year award** at the Crystal Awards for Business Excellence consecutively in both 2008 and 2009 as well as being named the 2009 **Business of the Year** by the *Greater Victoria Chamber of Commerce*.

To apply, please email or fax your resume and **cover letter stating salary expectations** and **competition number** to Human Resources at [careers@epicureselections.com](mailto:careers@epicureselections.com) or 250-656-5788.

We thank you in advance for your application; only those candidates shortlisted for an interview will be contacted. No phone calls please.