

Advanced Solutions

a DXC Technology Company

Communications Administrative Associate 18 Month Term – Maternity Leave Backfill N18

Why Choose Us?

Where will a career with Advanced Solutions take you? To the leading edge of information technology, working with industry partners from around the world. At Advanced Solutions you will work with outstanding people in a challenging and dynamic environment. We strive to provide you with the tools, the training, and the opportunity to take charge of your future and take advantage of change to maximize client service and work within a centre of excellence.

The Opportunity:

Advanced Solutions is looking for community-minded, energetic, progressive individuals to join its Human Resources team. The Human Resources team supports the organization in meeting its goals by providing a full range of strategic and operational Human Resources services and programs.

Under the general direction of the Executive Director, Human Resources, the Communications Administrative Associate is responsible for supporting the Executive Team with a variety of administrative services as well as the development and implementation of marketing and communications strategies aligned with the company brand and overall goals and with the parent DXC Technologies Corporation's policies and activities.

Who you are:

- Display a high level of effort, commitment, and mature judgment
- Maintain a professional and confidential manner at all times
- Trustworthy and responsible behavior
- Eagerness to learn and a willingness to accept feedback and direction
- Customer Focus
- Adhere to Advanced Solutions Core Values
 - Exemplify Professionalism: We uphold a respectful and respected workforce.
 - Embrace and Champion Change: We enthusiastically participate, collaborate, innovate, and welcome change.
 - Encourage and Take Initiative: We are an engaged and progressive workforce promoting personal and professional growth
 - Personify Integrity: We are reputable and productive which builds the foundation of our success

Application Requirements

Must Have

- Degree or Diploma in business administration, marketing, communications or equivalent;
- Three years progressively responsible clerical/administrative, marketing or communications experience, education and/or training including:
 - Developing marketing materials and content;
 - communicating content for both internal and external use.
 - supporting Executive in communications and marketing and/or administrative support.
- Experience working in an environment with confidential and sensitive information;
- Experience coordinating complex meeting and travel arrangements often on short notice;
- Experience in computer applications such as SharePoint, PowerPoint, spreadsheets, and the Internet;
- 50 words per minute keyboarding speed; and

- Experience working with and meeting strict deadlines.

Learn more about application requirements and review the full job description [here](#).

We take care of our people (what we offer):

Salary Package

- Employment Type: Full time, Casual 18 Month Contract
- Union/Non-Union: Union-BCGEU
- Salary Grid Level: Level 18, Schedule 1
- Annual Salary: \$66,486.49 - \$75,450.49 (Based on a 35 hour work week)
- Office Location: Victoria, BC (hybrid work)

Benefit Package

- Flexible work arrangements
- Modified work weeks are a part of our collective agreement
- Employee Assisted Program including paid counselling services for you and your family
- Public Service Pension plan, matched by Advanced Solutions

Flexible Work Arrangements

- Schedules to fit your lifestyle
- Flexibility in location
- Hybrid work environments to ensure that you feel supported

Diversity, Inclusion & Workplace Information

We promote a diverse, equitable work environment and welcome employment applications from individuals of all backgrounds. Our employees enjoy competitive and comprehensive extended and group benefits and participate in a very progressive defined benefit plan through the BC Public Service Pension Plan.

We care about our people and are leaning into a workplace culture that supports a healthy work-life balance. Advanced Solutions is proud to be pivoting to become a remote and/or hybrid workplace. Employee's will have the option to work from anywhere within Canada, or from our Vancouver Island Technology Park Office in beautiful Victoria, BC, or a combination that suits their needs. To learn more about the Victoria Office, please visit the [VITP Information Site](#).

How to Apply:

Please ensure your application clearly identifies how you meet each of the stated qualifications, with particular emphasis on the education, training, and experience requirements. This information will be utilized in screening your application and determining whether you will be considered for the next stage of the recruitment process.

In your application/cover letter please indicate how you heard about ESIT Advanced Solutions (i.e., name of job boards, career fairs, word of mouth). Qualified candidates are invited to forward their cover letter and resume, noting the position title and where they saw the position advertised, to Competition@dxcas.com by Sunday, April 28, 2024

An eligibility list may be created. Lesser qualified applicants may be under-implemented or appointed at a lower level.

