**Applicant Instructions:**

All applicants are required to submit two documents (emailed as one submission):

1. Resume
2. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| PART A: Eligibility to work in Canada | Confirmation is required. |
| PART B: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education. |
| PART C: Experience | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you gained each type of required experience. |
| Evidence of all essential qualifications listed above must be clearly presented for an application to be screened to the next phase in the competitive process. **Failure to provide the above information in the format required will result in your application not being advanced in the selection process.****Please limit this qualification matrix to a maximum of four pages.** |

**IMPORTANT:**

Information about your described skills, experience, etc. provided in the qualification matrix must be supported by your resume (including month/year of start and end dates).

**It is NOT sufficient to only state:**

* Qualifications are met; or
* See Resume; or
* To provide a listing of current or past responsibilities.

The job questionnaire is not intended to be a duplication of your resume.

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| PART A: ELIGIBILITY |
| APPLICANT NAME:  |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada.Please confirm YOUR CURRENT CITIZENSHIP/IMMIGRATION STATUS ALLOWS YOU TO ACCEPT EMPLOYMENT IN CANADA. |
|  YES |  NO |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your current legal entitlement to work in Canada: I am a Canadian citizen or permanent resident I have a valid temporary work permit None of the above |

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| PART B: EDUCATION |
| EDUCATION REQUIREMENT: Diploma, certificate or post-secondary education in business administration, office administration, or a relevant field. |
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| PART C: EXPERIENCE |
| EXPERIENCE REQUIREMENT #1: Minimum three years of progressive experience in an administrative role providing support to senior management/leadership with progressive responsibilities. |
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| EXPERIENCE REQUIREMENT #2: Minimum one year of experience training, supervising, coaching and mentoring staff. |
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| EXPERIENCE REQUIREMENT #3: Experience dealing with highly confidential and sensitive issues. |
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| PREFERENCE #1: Senior executive administrative experience working in an independent office of the B.C. Legislature. |
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| PREFERENCE #2: A degree in business administration, office administration, or a relevant field. |
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| WHERE DID YOU HEAR ABOUT US?  |
| Please tell us where you heard about this position (LinkedIn, B.C. Public Service Job Board, Indeed, word of mouth, etc.) |
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