

## **Team Coordinator & Executive Assistant**

**April 2026 – April 2027 (12 months, Maternity Leave Contract)**

**In-person (Victoria)**

### **About Deetken Insight:**

Deetken Insight is a strategy advisory firm that collaborates with our clients to solve complex and sensitive business challenges. We aim to create lasting impact through a hands-on approach, analytical rigour, and customized solutions that precisely meet our clients' needs. We primarily serve provincial crown agencies and national government clients. At Deetken, we are privileged to tackle tough problems and make a real impact in our communities. We have offices in Vancouver and Victoria and virtual teams across Canada.

Deetken Insight is one of Canada's Best Employers for recent graduates and is included in the 2026 edition of The Career Directory. We have a long track record of providing a growth-oriented environment for recent graduates.

### **About the Position:**

We are seeking a highly organized and proactive Team Coordinator to support daily operations and serve as Executive Assistant to the firm's partners during a maternity leave coverage period. This role plays a central part in ensuring smooth day-to-day functioning in a fast-paced consulting environment.

The ideal candidate is detail-oriented, resourceful, and discreet, with strong judgment and the ability to anticipate needs. In addition to operational and executive support, this role will provide targeted coordination for firm-wide initiatives, including corporate retreat logistics and staff review scheduling.

**Candidates for this position are expected to work in the office four days a week.**

### **Qualifications:**

- Minimum 2-3+ years' experience in coordination, operations, executive assistant, or project support role
- Experience supporting senior leaders with documentation, scheduling, and coordination
- Experience in a professional services, consulting, or similarly fast-paced environment strongly preferred
- Ability to prioritize competing demands and manage shifting deadlines
- Experience handling confidential information

- High level of integrity and professionalism
- Comfortable working independently with minimal direction
- Excellent communication skills, with the ability to convey solutions clearly and effectively to diverse audiences.
- Adaptability to thrive under tight deadlines and evolving needs.
- Relationship-building skills, with the ability to establish trust and collaborate effectively with internal and external stakeholders.

**Key Responsibilities:**

A. Operational Support

- Manage office operations, maintenance, and inventory for Vancouver and Victoria offices.
- Manage company tools, subscriptions, and licenses.
- Support resource management processes, including dashboards, utilization reports, and timesheet monitoring.
- Administer benefits, support onboarding/offboarding, and coordinate staff recognition and ad-hoc gifts.
- Support monthly invoicing process
- Work both independently and as a team under the supervision of the Senior Operations Manager, maintaining a proactive and highly responsive approach.

B. Executive Support

- Provide proactive executive support to senior leadership, including calendar, email, travel, logistics, expense, and client engagement management.
- Track follow-ups and action items to ensure timely completion.
- Manage sensitive and confidential information with discretion.

C. Other

- Provide coordination support across multiple client or internal projects
- Coordinate corporate retreat logistics, including participant travel, venue liaison, catering, vendor management, and on-site execution support.
- Coordinate scheduling for upcoming staff reviews
- Other administrative tasks as required.

**Compensation: \$50,000 to \$55,000 (dependent on relevant experience)**

Interested candidates are encouraged to send their curriculum vitae along with a covering letter to Anita Yang at [careers@deetken.com](mailto:careers@deetken.com) by March 15, 2026. Please indicate in your cover letter that you are applying for the Team Coordinator & Executive Assistant contract position.

We encourage all potential applicants to visit our website at [www.deetken.com](http://www.deetken.com) to meet our team, learn more about what we do and review our Core Values that reflect how we achieve success as a team and individually.