



JOB COMPETITION

External Posting

Opening Date: December 21, 2018

Closing Date for internal applications: January 15, 2019

Executive Assistant

Non-Supervisory Position

Full Time Permanent Position – 37.5 hours per week

Start Date: February 2019 but this is a flexible date.

This position provides executive level support to the CEO and Executive Team in a wide variety of areas. This multi-faceted role demands professional maturity, with a "can-do" spirit. The successful candidate must have superior organization skills, sound judgment, be able to multi-task, and be proactive. Attention to detail, ability to meet deadlines, discretion in handling confidential information, ability to prioritize, and ability to adapt to changing demands are essential for success in this role.

The Executive Assistant requires sound knowledge of company policies and practices, makes decisions within their scope of authority and responsibility, makes recommendations as required and exercises independent judgment in planning, scheduling and organizing work assignments.

Position Overview:

The primary areas of accountability for the *Executive Assistant* position will include:

- Document preparation and management
 - Formats and edits letters, memos, reports, minutes, agendas, funding applications and presentations from draft stage to client-ready work.
 - Is privy to, and must protect, confidential materials.
- Creates and maintains organized document management process for electronic and paper documents.
- Time and calendar management: Establishes a systematic method for self and others to track time commitments and the completion of tasks. Independently manages multiple calendars by scheduling appointments, anticipating needs, changes and rearranging meetings as appropriate.
- Meeting coordination: Coordinates and arranges for on-site and off-site meetings and events including logistics (e.g., communication, location, meals, equipment, materials, RSVPs).
- Project Management and implementation/start-up of new initiatives including but not limited to oversight of proposals, RFP Tender processes etc
- Handle requests and queries appropriately
- Oversees the organizations leases, works with CEO to ensure tax exemptions are in place
- Research advantageous deals or suppliers, funding grants etc
- Handling executives' requests and queries appropriately
- Assists with Employee Group Benefits administration
- Assists with some HR recruitment and selection activities
- Other duties as required



This position reports directly to the Kids@ Churchill Park Executive Team.

Qualifications

Required Education and Experience:

- Previous office administration experience required
- Formal administration education an asset
- Aptitude to learn software and technical applications quickly
- Demonstrated proficiency with Microsoft Office Suites. Minimum of intermediate skill level with Excel, Word, Outlook and PowerPoint
- Has demonstrated the ability to make decisions under pressure and work independently to achieve outcomes and results.
- Effective time management, prioritization, and organizational skills
- Multi-tasker. Comfortable with multiple projects on the go at one time
- Strong interpersonal skills
- Exceptional verbal and written communication skills are required for the creation of professional reports, presentations and correspondence.
- Working knowledge of child care centre operations at a leadership level.

Professional Attributes:

- Ability to maintain high level of professionalism at all times, calm approach to sensitive situations
- Reserves judgement, conducts themselves with diplomacy and tact
- Anticipates others needs and takes initiative where they see that improvements can be made
- Discretion and confidentiality
- Attention to detail and accuracy with administrative tasks is essential
- Strong data analysis capabilities
- Exceptional time management to meet deadlines and juggle multiple demands
- Independent problem-solver.
- Multi-tasker with the ability to wear many hats in a fast-paced environment.
- Demonstrated success in building productive relationships with co-workers and stakeholders
- Quickly and positively adapts to change

Wages and Benefits:

- Competitive wages commensurate with education and experience in similar role
- Comprehensive benefits at non-supervisory level

Interested applicants should submit a résumé and letter of interest outlining their suitability for the role to:

Dionne Maier
Director of Human Resources
Churchill Park Family Care Society
dmaier@churchillpark.ca

Please use the subject line **Executive Assistant Posting** on the email.