

## **EXECUTIVE ASSISTANT**

### **ABOUT THE ROLE**

Reporting to, and under the direction of the President and CEO, the primary purpose of the position is to provide administrative support to the Senior Leadership Team, the Board of Directors, and various committees, which includes executive level support, communications support and special projects.

Responsibilities include:

- Providing executive level administrative support
- Coordinate, prepare reports and record minutes for regularly scheduled meetings of the Board of Directors, the Senior Leadership Team, and associated committees
- Managing emails, phone calls and other forms of communication on behalf of the CEO. Prioritizing and responding to messages and drafting correspondence
- Board support - coordinating and supporting board-related activities, scheduling board meetings, preparing and distributing board material
- Meeting and event coordination - planning, coordinating and arranging logistics for meetings, including preparing agendas, collating and distributing meeting materials, and scheduling meeting rooms or virtual conference platforms
- Information management – organizing and maintaining corporate documents, including confidential documents, ensuring information is easily accessible and well-organized
- Provide front desk support
- Maintaining up-to-date knowledge of the full suite of Microsoft Office Products, social media platforms, virtual communication technology and document design software
- Maintain current knowledge of administrative 'best practices'.

### **ABOUT YOU**

As the optimal candidate, you will have high school graduation supplemented by a professional Business Diploma, leadership training or equivalent combination of education and experience. Having the ability to work independently, with a high degree of self-motivation, and a collaborative style, you are capable of prioritizing and multi-tasking. You are proficient in Microsoft Office products and social media platforms and an excellent communicator.

### **WHY CHOOSE US**

Our employees are equally important to us. That's why they have access to competitive wages, a benefits and pension program, a free on-site fitness centre, free parking, ongoing wellness initiatives and recognition events to celebrate important milestones.

If you are interested in joining our team, please send your resume in confidence to: [humanresources@yorkcarecentre.ca](mailto:humanresources@yorkcarecentre.ca). Please include '**Executive Assistant**' in the subject line of your email. We thank all candidates in advance and those chosen for an interview will be contacted.