

Administrative Assistant, Sales & Operations



Mississauga, ON | Reporting to: VP HR

POSITION OVERVIEW

Jones DesLauriers is seeking a dynamic and experienced Administrative Assistant to provide high-level administrative support to our executive team. The successful incumbent will be responsible for providing a broad variety of administrative tasks in a professional and efficient manner.

RESPONSIBILITIES

- Complete a broad variety of administrative tasks for the executive team.
- Maintain and coordinate calendars, including scheduling meetings and conference calls, preparation of meeting materials and related tasks.
- Compose and prepare confidential correspondence.
- Prepare PowerPoint presentations and Excel spreadsheets/graphs for internal and external presentations.
- Responsible for submitting expenses and making travel arrangements as needed for the Executives.
- Exercise initiative in adapting procedures to address unusual problems and conflict resolution.
- Participation in the coordination of internal and external events for Jones DesLauriers as applicable such as Underwriter Appreciation Day, Summer Socials, Rewards and Recognition Events etc.
- Provide Marketing and Communications support to the Marketing and Executive team, including internal communications.
- Anticipate issues and initiate appropriate action to ensure the most effective use of the Executives' time.
- Follow up on deadlines and commitments with the Executives.
- Manage itineraries and agendas.
- Maintain organized files and scan documentation into the EPIC Broker Management System.
- Assist the Executives with all personal and business-related matters.
- Provide backup support to the front lobby Receptionist, performing all receptionist duties.
- Perform other related duties as assigned.

REQUIREMENTS

- 3+ years of administrative assistant experience supporting multiple stakeholders.
- Demonstrated experience in organizing travel arrangements.
- Excellent ability to communicate effectively, both in oral and written form.
- Experience working in an entrepreneurial environment with a high sense of urgency.
- Strong interpersonal skills with the ability to build effective working relationships with all levels of an organization and with external stakeholders.
- Diplomatic with ability to exercise a high level of confidentiality.
- Ability to prioritize conflicting needs, handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Proactive with the ability to anticipate the Executives' future needs.
- Demonstrate proactive approach to problem-solving with strong decision-making capability in the absence of the Executives.
- Proficient in MS Office Suite, with advanced knowledge in PowerPoint.

Navacord is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply. We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.