

# Executive Assistant

## Mississauga, ON | Reporting to: President & CEO

### POSITION OVERVIEW

Jones DesLauriers is hiring an Executive Assistant to the President & CEO. The successful incumbent will be responsible for providing a broad variety of administrative tasks for the President & CEO, in a professional and efficient manner.

### RESPONSIBILITIES

- Complete a broad variety of administrative tasks for the CEO
- Maintain and coordinate calendars, including scheduling meetings and conference calls, preparation of meeting materials and related tasks
- Conduct business analyses for the Executive Committee
- Compose and prepare correspondence that is confidential
- Communicate directly, and on behalf of the CEO, with Board members, internal and external stakeholders and provide reliable and timely resolutions to inquiries
- Prepare PowerPoint presentations and Excel spreadsheets/graphs on internal and external presentations
- Liaise with Board of Directors and assist with the preparation of materials for Board meetings
- Liaise with shareholders and assist with the preparation of materials for shareholder meetings and annual general meetings
- Responsible for submitting expenses and making travel arrangements for C-suite executives on an as-needed basis
- Exercise initiative in adapting procedures to address unusual problems and conflict resolution
- Marketing and Communications support for the executive, including internal communications
- Coordination of all internal and external events for Jones DesLauriers including : Underwriter Appreciation Day, Summer Socials, The Annual Christmas Party, Rewards and Recognition Events and Sales Recognition Trips.

### RESPONSIBILITIES CONT'D

- Anticipate issues and initiate appropriate action to ensure the most effective use of the CEO's time
- Follow up on deadlines and commitments with executives
- Manage itineraries and agendas
- Filing and organization of all files
- Assist CEO with all personal and business related matters

### REQUIREMENTS

- 7+ years of executive assistant experience for a high profile Executive
- Demonstrated experience in organizing complex travel arrangements
- Excellent ability to communicate effectively, both in oral and written form
- 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 confidentiality
- Ability to prioritize conflicting needs; handles matters expeditiously, proactively, and follows-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 CEO's future needs
- Demonstrate proactive approach to problem-solving with strong decision-making capability in the absence of the CEO
- Proficient in MS Office Suite (Word, PowerPoint, Excel)

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