



ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Executive Assistant to the President and CEO

Location: 180 Dundas St. West, Toronto, Suite 2105
Working Arrangement: On-site
Reports to: President and CEO
Full-time, Monday – Friday from 9:00 a.m. – 5:00 p.m.

Overview of the position

The Executive Assistant to the President and CEO of Ontario Chamber of Commerce is a dynamic and rewarding opportunity where you will be an integral member of the CEO's team. You will work closely with the President and CEO and experience first-hand the impact that the OCC has on both the business and chamber network community.

Key responsibilities

- Provide extensive calendar management and scheduling of meetings. Plan, coordinate and ensure the President and CEO's schedule is followed and respected. Identify conflicts or potential impacts to the CEO's schedule and proactively manage to ensure smooth continuous business operations.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the President and CEO, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
- Ensure the President and CEO receives all documentation, agendas, reports, and speaking notes in advance for review in preparation for meetings and events.
- Complete and manage meeting logistics, including transportation, accommodations, and scheduling for events such as public appearances, media or industry events, networking engagements, etc.
- Provide administrative support to the Board of Directors and Board Committees, logistics, prepare agendas, materials, capture and distribute meeting minutes in a timely manner.
- Attend meetings, coordinate meeting materials and prepare follow up action notes.
- Regularly reconcile p-card, petty cash, invoices, expenditures, travel, and prepare quarterly expense report to the Board of Directors on President & CEO expense reporting.
- Providing administrative support to the senior management team on special projects, and other duties as assigned.

Qualifications

- College Certification in Office Administration or Diploma in General Business Administration or equivalent.
- 8+ years of experience in an office setting environment providing senior level administrative support, or experience in a similar role working directly with a high profile or public facing executive.
- Experience working in a public or non-profit sector is a strong asset.
- Demonstrated experience working in a fast-paced, demanding, dynamic and complex environment.
- Sound judgment and independence to coordinate and maintain senior executive administrative support services, including exceptional organizational skills together with analytical judgment in order to make decisions when required.
- Superior time management skills. Ability to work very well under pressure.
- Sound experience in managing challenging and changing priorities and sound multi-tasking skills.
- Well-developed customer service excellence skills and strong interpersonal skills.
- Strong sense of urgency and proven ability dealing with confidential information with tact and discretion.
- Be a strong team player and work well in a team environment.
- Strong, proficient computer skills for applications such as MS Outlook, MS Word, MS Excel, MS PowerPoint, MS Visio, Adobe Acrobat Pro
- An understanding of the business and public policy environment in Ontario as well as knowledge of Ontario's network of chambers of commerce and boards of trade is an asset.

What We Offer

- An inclusive and collaborative work culture.
- Three (3) weeks of paid annual vacation days.
- Six (6) paid personal/sick days.
- RRSP matching up to 3.5% of the salary.
- Health and dental benefits and an employee and family assistance program.
- Training and development programs including tuition reimbursement of 75% of the cost up to \$1000 per calendar year.

What's next

Once you apply, we'll review your resume and contact you if we believe your skills and experience will make you successful in the role. If you are selected to move forward, the process will include one or more interviews and/or assessments and reference checks.

How to Apply

Please email your CV and cover letter to resumes@occ.ca by or before January 31, 2023. Interviews will be held on a rolling basis until the position is filled.

About us: The OCC is the indispensable partner of business and Canada's largest, most influential provincial chamber. It is an independent, not-for-profit advocacy and member services organization. The OCC has 60,000 members, including large multinational corporations, small-to-medium-sized enterprises, labour unions, postsecondary institutions, not-for-profits, associations and close to 160 chambers of commerce and boards of trade.

The OCC is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act throughout all stages of the recruitment and selection process. Please advise us so that your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially