

Supply Chain Canada
Position Description:
Executive Assistant, President & CEO

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Reports to: President and CEO

Purpose:

Reporting directly to the President and CEO, the Executive Assistant provides executive support to the President. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison and support to the Board of Directors and Executive Management Team.

The Executive Assistant must be creative, team oriented and enjoy working within a small, entrepreneurial environment that is mission and results driven. The ideal individual will have the ability to exercise good judgment in a variety of situations, possess strong written and verbal communication, administrative and organizational skills, extensive experience in board and committee process and fiduciary responsibilities and possess the ability to maintain a realistic balance among multiple priorities.

Duties and Responsibilities:

President and CEO Support

- Completes a broad variety of administrative tasks for the President & CEO including managing an active calendar of appointments, completing expense reports, composing and preparing correspondence that is sometimes confidential, communicating with the board of directors and various committees, and arranging travel plans.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President and internal and external stakeholders; demonstrating leadership to maintain credibility, trust and support with all stakeholders.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Attends meetings as required with the CEO records decisions and ensure appropriate communication and follow-up.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have organizational impact.

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- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Executive Management Liaison

- Participates as an adjunct member of the Executive Management Team including assisting in scheduling and attending all meetings, preparing agendas, recording minutes and ensuring appropriate follow up.
- Assists in coordinating the agenda of executive management team meetings and all-staff meetings.
- Provides administrative support to Executive Management Team members as required.
- Facilitates cross-divisional coordination of travel and outreach plans.

Corporate and Board Administration:

- Develops and administers corporate-wide policies and policy manuals intended to keep the company current with governance best practices.
- Administers and ensures compliance with the company's code of corporate conduct.
- Update and maintain policies and procedures, committee charters, and corporate records.
- Provides support for all operational aspects of preparation for both Board meetings, as well as committee and working group meetings, including logistics, monitoring attendance, collate and distribution of materials, managing board and committee agenda review processes, and working with committee liaisons, and preparing meeting minutes and reports.
- Prepares communications on governance and board-related matters.
- Preparation of resolutions and governance related board materials.
- Oversight of the preservation of board, committee and subsidiary materials and minutes, and subsidiary management and governance.
- Facilitates onboarding and orientation for new board directors.
- Updates board and committee evaluation forms and facilitate board and committee evaluations.
- Coordinates Annual General Meeting including proxy materials, solicitation, tabulations.
- Ensures compliance and fulfillment of board governance principles, committee charters and matrices.
- Supports and maintains document retention policy for the association.

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- Ensures compliance with by-laws, corporate charters, committee charter governance guidelines.
- Prepares internal and external communications on governance and board related matters. Provides analysis and evaluation of board member independence, board governance principles and conflict of interest questionnaires for compliance with applicable regulatory requirements.

Skills / Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Knowledge, Skills & Expertise

- Must be able to work in a capacity with strict privacy and confidentiality requirements both inside and outside the organization.
- Knowledge and understanding of Robert's Rules of Order and have significant experience in supporting boards and the excellent knowledge of board protocols.
- Highly proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Proven to be highly motivated and a strategic thinker. Self-managed, goal driven, and have demonstrated the ability to coach, be coached and lead the team to success.
- Strong organizational skills.
- Demonstrated ability to motivate and inspire teamwork and enthusiasm through effective verbal and written communication.
- Demonstrates dedication to providing quality work through attention to detail.
- Strong follow-up skills to ensure tasks are completed.
- Maintains a positive attitude towards corporate initiatives and change management.

Critical Thinking & Problem-Solving

- Recognizes problems or situations that are new or without clear precedent.
- Evaluates alternatives and finds solutions using a systematic, multi-step approach.
- Develops improvements and innovations to enhance performance.

Collaboration

- Pro-actively engages present and future stakeholders in design, priority setting, and implementation.
- Builds coalitions among the various stakeholders; negotiates authority to move the project forward.

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- Consults and provides advice, facilitates discussion and resolves conflict; establishes trust; builds and uses cross- functional relationships to accomplish work objectives.

Communication Effectiveness

- Conveys goals and objectives clearly and in a compelling manner; listens effectively and clarifies information as needed; interprets verbal and non-verbal messages that others communicate; produces clear status reports; communicates tactfully and candidly.
- Ensures that project status, issues and successes are communicated to project team, stakeholders, sponsors, and all levels of management and documented appropriately.
- Identifies common themes, makes recommendations and draws conclusions. Ensures open communication on the project team. Addresses delicate situations and handles conflicts in such a way as to maximize opportunity and minimize exposure to risk.

Decision Making

- Understands how and when to make a choice; how and when to escalate issues to higher levels.
- Analyzes the risks and future impact of decisions.
- Makes decisions and takes timely independent action in pursuit of priorities.

Education

- University baccalaureate degree or college diploma in business administration.
- Training and/or certification from the Institute of Governance Professionals of Canada or the Canadian Society of Association Executives (CAE) or other equivalent would be considered an asset.

Working Conditions

- Remote but candidate must be in Canada.
- May be requested to work overtime and weekends for special program events.
- Salary range: \$65,000 to \$75,000.

Direct Reports:

- Nil.