



## **Executive Assistant to SVP, Finance & Administration**

---

### **Position Scope**

Located in Toronto, the Executive Assistant supports the activities of the Senior Vice President, Finance & Administration. This role ensures external and internal communication on behalf of the Senior Vice President, Finance & Administration (including email, calendar, and access management) to effectively maximize the Senior Vice President, Finance & Administration's time and productivity, and focus on priority matters.

### **Key Responsibilities**

Utilizing an entrepreneurial, anticipatory and collaborative approach, this individual will recognize and understand complex business priorities across the organization and be able to identify priority/pressing issues for immediate action by the Senior Vice President, Finance & Administration. The Executive Assistant also plays a major role in assisting the SVP to prioritize tasks to deliver on project management assignments and overall planning for the organization.

Duties will include, but not necessarily be limited to:

- Maintain calendar/appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Setup, moderate and prepare meetings, audio/video conferences as required
- Assist SVP in email management by monitoring, prioritizing, and redirecting or responding directly to correspondence, as required
- Assist SVP in managing and prioritizing tasks strategically, including assisting in the maintenance/tracking of tasks in Salesforce and OneNote, and following up on matters to monitor completion, as required

- Assist in transcribing/formatting/preparing written information, including presentations, expense reports, or other documents, as required
- Welcomes guests and clients by greeting them, in person or on the telephone, and answering or directing inquiries as required
- Other ad-hoc tasks as required to assist SVP in maximizing efficiency and productivity

### **Qualifications, Experience and Skills**

- Undergraduate degree/college diploma or equivalent and a minimum of three years experience as an Executive Assistant
- Effective and professional service and written/verbal communications skills
- Proficient skills in Microsoft office suite (Outlook, Word, Excel, PowerPoint, Project, etc.).
- Ability to anticipate day to day needs and concerns in order to best maximize time efficiency/capacity of the SVP
- Possess a broad understanding of business/financial concepts
- Able to organize and multi-task effectively, including prioritization and manage time management, and work independently as appropriate
- Be tech-savvy - quick to adapt and learn new technology

### **Behavioural Identifiers**

- Highly organized and action-oriented
- Outgoing and communicative
- Intuitive and decisive
- Proactive and anticipative
- Strategic thinker
- Discrete and confidential
- Ability to remain calm under pressure
- Flexible/adaptable
- Resourceful

This role offers a competitive salary

The successful candidate will need to agree to a complete background check

Please send your resume to [careers@olemm.com](mailto:careers@olemm.com)

We thank all respondents for their interest and will contact only those whose skills and background closely meet the criteria