

EXECUTIVE ASSISTANT

MISSISSAUGAS OF THE CREDIT BUSINESS LP



Summary

Reporting to the President and CEO, the Executive Assistant provides exceptional administrative support to senior leadership ensuring efficient operation of the executive team. This role involves managing schedules, coordinating travel, preparing for meetings, taking minutes, and performing a variety of administrative duties to enable the CEO to focus on strategic priorities. Effective communication and the ability to handle a high volume of work are essential to this position.

A professional and confident communicator, the Executive Assistant engages internal and external stakeholders at all levels, assesses demands and priorities, and develops and presents accurate and well-informed recommendations with confidence and clarity. Significant attention to detail, initiative and accuracy is essential for success.

Reporting

The Executive Assistant reports to the CEO/President.

Work Location

This position is based at the corporate office of MCB-LP located at 78 1st Line, New Credit Retail Plaza, Mississaugas of the Credit First Nation, Hagersville, Ontario.

Essential Duties and Responsibilities

MCBC has a need for an experienced Executive Assistant with strong language, writing, word processing and records management skills. The primary duties are:

- Screen calls, emails, and correspondence, responding on behalf of the CEO when appropriate or redirecting as necessary
- Provides direct administrative support to the CEO and department Directors, including coordinating calendars, meetings, teleconferences, and other appointments as requested
- Works closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately and proactively
- Ensure that the CEO is fully prepared for all engagements by providing vital background information as needed
- Coordinates meetings, including development and dissemination of agenda, materials, calendar invites, configuration and co-hosting of virtual meetings, catering and hospitality and other logistical arrangements
- Accountable for taking meeting minutes and supporting the CEO and Board of Directors in the follow-up, tracking and resolution of action items
- Compiles information for reports from a variety of internal and external sources; undertakes research to locate information, summarize material and recommend follow-up action
- Liaises with leadership, board members and all levels of staff to collect data and produce a variety of documents for the CEO
- Composes, designs, formats, edits, and distributes correspondences, reports, spreadsheets, and presentations as requested using approved templates and in accordance with MCBC branding guidelines
- Prepares and/or reviews all documents, reports and correspondences prepared for executive signature for format, content, grammar, spelling and editing as necessary
- Coordinate the provision of records to the CEO and management team for inclusion in meeting material for the Board of Directors and Committees thereof

- Produces electronic, scanned, and printed materials as required
- Coordinates filing of electronic records in accordance with records management policies; accountable for ensuring efficient digital and hard copy filing system
- Anticipates role related administrative issues and assess risks, identifying proactive solutions which will eliminate or mitigate such risks in a timely manner
- Plans and coordinates travel arrangements, including the booking of air, vehicle and hotel reservations, and the preparation and distribution of detailed itineraries. Organizes any required meetings, dinners, or visits
- Prepares and submits expense reimbursements and reconciliations for the CEO in a timely manner
- Other duties as assigned

Education and Experience

- Minimum of five (5) years of executive level administrative experience
- Post-secondary education and/or relevant experience
- Exceptional organizational skills with a sense of urgency and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail
- Adaptable and flexible to re-prioritization of various competing demands with proficiency at managing high work volumes in a fast-paced environment
- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, Teams)
- Exceptional interpersonal skills, including outstanding oral and written communication
- Ability to handle high degree of confidential and sensitive information with tact and discretion; experience working with a Board of Directors would be a strong asset
- Must have an understanding, awareness and appreciation of Indigenous culture and history; experience working in an Indigenous environment would be a strong asset