

Bilingual Executive Assistant

Reference No.: 1D149
Language: Advanced English, Advanced French
Location: Toronto-Ontario
Public Transit: Yes
Salary: 72K - 90K
Benefits: Included
Account Manager: Marijke Kanter
Email: resumes@nevian.com
Job Type: full time permanent

Description

Excellent new opportunity for an experienced bilingual Executive Assistant (French/ English) supporting the office of the Registrar. This role is for our client, a well known non-profit self regulatory body based in Toronto (downtown). Full time, permanent & hybrid (2 days wfh) opportunity. Salary 72K - 90K, full benefits, RRSP's, 3 weeks vacation. Professional & collaborative work environment!

Responsibilities

The Executive Assistant to the Office of the Registrar delivers a wide range of confidential and executive-level administrative support to the Registrar and Deputy Registrar. The incumbent is a system-thinker who can work independently and in teams, as required, handling a high volume of inquiries and daily administrative tasks that require prompt and accurate assessment. The Executive Assistant ensures the smooth operation of the Registrar's office in support of departmental goals.

Administrative Support for the Registrar and Deputy Registrar:

- Respond to inquiries and requests from Council and Committee members, College staff, stakeholders in both official languages, and suppliers on behalf of the Registrar and Deputy Registrar.
- Manage calendars including prioritizing scheduling, anticipating needs, addressing potential conflicts and providing the Registrar and Deputy Registrar with appropriate background information and material.
- Coordinate meetings, prepare agendas, notify attendees of logistics, distribute supporting material, book meeting locations, organize set up equipment for in-person, video, or hybrid meetings, take minutes, and follow up on action items.
- Prepare high-quality correspondence, documents, reports, and confidential materials on behalf of the Registrar.
- Coordinate travel arrangements, accommodations, conference registrations, or other travel-related plans for the Registrar and Deputy Registrar, including the preparation of travel expense claims and ensuring adherence to College policies.
- Complete and submit various request forms on behalf of the Registrar and Deputy Registrar, ensuring all necessary documentation and approvals are obtained.

Office Management

- Maintain attendance records and attendance entries in calendars related to absences of direct reports of the Registrar and Deputy Registrar.
- Maintain routines and cadences of the Office of the Registrar.
- Support the performance review process for staff of the department.
- Support within the department the completion of operational tasks such as policy review and compliance.
- Coordinate timely processing of required documentation, agreements, contracts, and other legal documents.
- Maintain a digital filing system for the Registrar's office.
- Proactively address issues, troubleshoot challenges and find solutions to streamline workflow for office management.
- Contribute to the development and maintenance of the departmental budget by assisting the Registrar and Deputy Registrar as instructed.
- Monitor functionality of office equipment and coordinate for repair or replacement as needed.
- Maintain office supplies.

Special Projects and Initiatives:

- Actively participate in coordinating and/or ensuring the smooth flow of events and projects on behalf of the Registrar and Deputy Registrar.
- Undertake special projects assigned, independently research, prioritize and follow up on status - ensuring the effective flow of information regarding developing issues.
- Review all incoming materials, evaluate for priority, accuracy and completeness, assess their disposition and follow up with the Registrar or Deputy Registrar for action items, and make specific recommendations as appropriate.
- Perform other duties that may be assigned from time to time by the Registrar and Deputy Registrar.

Team, Collaboration, and Support

- Coordinate events related to new hire orientation, training, updates, team meetings, and information sessions for the department and/or unit.
- Work closely with other Executive Assistants and colleagues in administrative roles across the College to ensure the effective flow of services and optimization of work processes.
- Provide back-up support for other administrative staff in the department and/or unit as needed.
- Collaborate with the Senior Leadership Team to help ensure the timely completion of deliverables.
- Support internal stakeholders on opportunities to improve the alignment of the customer experience led by the Registrar and Deputy Registrar.
- Provide back up for other Executive Assistants, if and when required.
- Act as a resource person for the entire department, and a point of contact for all other departments. Follow up on queries from internal College staff on the status of various projects.

Qualifications

Education/Experience

- Undergraduate Degree or College Diploma in Office Administration Management, Communications, Finance, Business or related area.
 - 5+ years of experience working with senior leaders
- Knowledge, Skills, and Abilities Required
- Excellent English and French, verbal and written communication skills
 - Superior organizational skills specifically around calendar management, scheduling, and ability to organize, plan, and schedule activities.
 - Technically savvy; proficiency in Adobe and Microsoft 365, including Teams, Outlook, Word, PowerPoint, and Excel.
 - Excellent verbal and written communication skills to foster collaboration, actively listen and respond to the needs of internal and external partners.
 - Excellent interpersonal skills, diplomacy, tact, and utmost discretion in dealing with confidential matters.
 - Outstanding time management and proven ability to be flexible, pivot, and adjust to changing priorities in a fast-paced and evolving environment.
 - Ability to prioritize and determine urgency amongst competing priorities for multiple stakeholders.