

Executive Assistant

Position:	Executive Assistant, Governance
Department:	Non-Union
No. of Openings:	1
Reports to:	CEO
Location:	Oshawa

Position Summary

The Executive Assistant, Governance reports to the CEO and is responsible for administering a broad range of support related to the Board of Directors, Board Committees and Executive Team.

Position Responsibilities

Board Governance & Operations

- Take part in Board and committee meetings - overseeing the recording of the minutes, highlighting Board and committee decisions and/or information items, actions and directives as well as timely reporting on outstanding agenda items
- Manage and coordinate the orientation of new Directors;
- Design and distribute surveys for Director feedback such as committee composition/CEO feedback;
- Ensures all Directors satisfy applicable training requirements – includes identifying appropriate courses, registration for Directors, tracking training log, updating Directors' individual development plans, monitoring allocated training budget, and reporting to Governance Committee on achievements;
- Responsible for coordination of travel arrangements, expense claims and reporting;
- Responsible for maintaining accurate Board attendance records;
- Responsible for Governance reporting and advising of any discrepancies;
- Responsible for ensuring current governance policies are available to team members as required; and,
- Performs research on current and emerging governance practices, programs and processes.

Board Administration

- Manage the administration of the Board portal, ensuring that all Board-related materials, including meeting materials, current governance policies are updated and available to the Directors;
- Responsible for coordination of all Board and Committee meetings, conference calls, training, and offsite events;
- Updates and maintains files and directories related to the Board of Directors;
- Coordination and execution of the Annual General Meeting; and,
- Assist in the coordination and execution of the Director Elections.

Administrative Assistance to the CEO and Executive Team

- Sets up appointments and meetings; makes travel arrangements; prepares for the provision of administrative services; produces a variety of documents such as meeting minutes, agendas and reports;



- Coordinate travel and accommodation arrangements for the Executive Team as required;
- Prepares and processes expense claims, invoices, purchase orders and other financial items; and,
- Maintains current filing and database systems and is constantly striving for improvement in current systems and procedures.
- Manages and priorities the calendar, appointments, events and due dates for the CEO
- Tracks, records and communicates deadlines to the Executive Team
- Ensures all corporate records and contracts are securely maintained and up to date

Position Qualifications

Education & Experience

- Post-secondary education in a related discipline.
- A minimum of three (3) years of experience at an executive administrative level, including supporting a Board of Directors. Previous work experience in the credit union system is considered an asset.
- Intermediate skills in MS Word, Excel, Power Point, Outlook as well as Docu-sign, Adobe, and ShareFile, Board Portal Software.
- Professional course or working experience in taking minutes and record keeping.

Knowledge, Skills & Capabilities

- Demonstrated knowledge of corporate, legal and regulatory framework.
- Attention to detail and high level of accuracy.
- Able to work independently with minimal supervision.
- Exceptional verbal and written communication ability
- Demonstrated ability to maintain discretion and strict confidentiality.
- Superior organizational and time management skills with an ability to manage multiple projects and priorities.
- Ability to build and maintain effective working relationships with others.
- Ability to exercise independent judgment on issues that may fall outside of standard operating principles or guidelines.

Applications

Candidates should submit their application, cover letter and resume to:

Attn: People & Culture
Subject: Executive Assistant, Governance
E-mail: careers@pathwise.ca

Accommodation

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance by contacting us at Careers@pathwise.ca, subject line "accommodation".