



EXECUTIVE ASSISTANT

Mississauga Based Position (F/T)

Company Profile

Since 1928, the Canadian Cosmetic, Toiletry and Fragrance Association (CCTFA) has been the leading trade association for the personal care products industry in Canada. With over 160 member companies, the CCTFA acts as the principle voice of the personal care products industry with government regulators and works towards the establishment and maintenance of an optimum business environment that promotes global competitiveness through smart regulation. The CCTFA also works with the CCTFA Foundation, the home of the Look Good Feel Better® program, which is dedicated to helping women to take control of the appearance related effects of cancer and its treatment at 100 cancer care facilities across Canada.

Position Summary

The CCTFA is currently seeking a full-time **Executive Assistant** to support both the President & CEO and the Director, Member & Corporate Services, General Counsel. This position requires the provision of high level administrative support, exercise of sound judgment and solid technical computer skills.

Key Responsibilities

As a multi-tasking, experienced individual, you will perform the following tasks:

- Provide a wide variety of administrative support to the President and Director, General Counsel
- Coordinate and manage the President's and Director's schedule on a daily basis with confidentiality
- Make travel arrangements, schedule and coordinate internal and external meetings
- Liaise with other administrative assistants
- Prepare and submit expense reports
- Screen and handle phone calls and emails as required
- File documents and maintain a filing system
- Attend Board of Directors Meetings, prepare and distribute minutes, agendas and other documentation
- Draft internal and external communications and presentations
- Handle sensitive and confidential matters relating to the daily activities of the President and Director, General Counsel
- Reception, telephone relief as required
- Perform assigned projects, miscellaneous and special reports as needed



Skills and Qualifications Required

- Minimum 5-10 years experience in a senior administrative role
- Advanced working knowledge of MS Office (Word, Excel, PowerPoint, Outlook) and a willingness to embrace new technology
- Advanced verbal and written communications skills
- Excellent time management, organizational and follow-up skills
- Strong initiative and analytical problem-solving skills
- Positive and helpful attitude with an emphasis on providing excellent customer service
- Self-starter with a great attention to detail and the capability to handle diverse tasks simultaneously
- Professional demeanour that is responsive to the needs of our organization, our members, and the public.
- Excellent interpersonal skills with the ability to deal effectively at all levels; applying mature judgement and exercising tact, discretion and diplomacy with others.
- Legal and governance experience would be considered assets
- Bilingualism (English/French) while not a requirement, would be considered an advantage

Competitive compensation package offered commensurate with experience and skill set.

How to Apply

Interested and qualified applicants may apply by submitting your resume and appropriate contact information via email to careers@cctfa.ca by no later than July 21st. Please note that only those candidates selected for an interview will be contacted. No telephone and agency enquiries please.