



**Certified
Management
Accountants™**

Executive Assistant, Marketing & Administration

About CMA Canada

With 50,000 members around the world, CMA Canada grants a professional designation in strategic management accounting® and is responsible for standards-setting, accreditation, and the continuing professional development of Certified Management Accountants (CMAs). CMAs provide an integrating perspective to business decision-making, applying a unique blend of expertise in accounting, management and strategy to identify new market opportunities, ensure corporate accountability, and help organizations maintain a long-term competitive advantage. To optimize the performance of global enterprises and build strategic management accounting skills, CMA Canada offers innovative executive development programs, advanced online courses, and internationally recognized knowledge management publications.

Position Overview

Based in Mississauga, the Executive Assistant (EA) is responsible for supporting the day-to-day business activities of two Vice Presidents, enhancing their efficiency and ensuring that CMA Canada responds to customer service concerns promptly.

Working at this senior level requires excellent judgment and discretion as well as an individual who can work independently. The EA must have excellent writing and grammatical skills along with an understanding of the importance of attention to detail. The EA is expected to be flexible and have the skills to manage competing priorities. The position requires a positive, well-organized, enthusiastic professional.

Primary Responsibilities

Administrative functions:

- Manages meeting details such as scheduling meetings, preparing agendas, taking minutes and ensuring meetings are logistically organized
- Provides administrative support for committees, including preparation and distribution of agendas and minutes
- Creates, formats, proofreads and edits documents and correspondence
- Responds promptly and accurately to all customer queries, ensuring a high level of customer service
- Prepares incoming checks for daily banking and mails outgoing checks
- Assists with items related to internal functioning of CMA Canada
- Maintains filing system and faxes, photocopies and scans materials
- Liaises with committees, task force members, authors and CMA members
- Accurately updates membership information and notifies partners of membership changes and updates, including member transfers

Marketing/Communications functions:

- Updates CMA Management magazine monthly online using basic html skills
- Distributes CMA Management magazine to media and other key contacts as required
- Maintain the trade-mark documentation for the association in conjunction with the Vice President, Marketing & Communications
- Conducts research for potential marketing/communications initiatives for Vice President, Marketing & Communications

Key Qualifications

- Graduate of a minimum two-year business/office administration program
- Advanced proficiency in MS Office suite (Word, Excel, Access and PowerPoint)
- Demonstrated ability to conduct research using the internet
- Excellent oral and written communication skills, with strong interpersonal skills
- Pleasant and professional telephone and email manner
- Able to deal courteously and effectively with people
- Ability to maintain confidentiality and handle all interactions with diplomacy and tact
- Ability to communicate in both official languages (English/French) is considered an asset

Other Information

- Competitive compensation package offered commensurate with experience and skill set
- Hours of work 8:30 am to 4:30 pm
- Office based in Mississauga and accessible by public transportation

CMA Canada is committed to Employment Equity and encourages applications from all qualified candidates. All applications will be treated with discretion and confidentiality.

Interested candidates should provide a cover letter and resume by email to gevans@cma-canada.org. by September 10, 2010.

We thank all applicants, but advise that only those selected for an interview will be contacted. No phone calls please.