

Executive Administrative Assistant to the President
Ottawa, Ontario

The Executive Administrative Assistant will provide day-to-day administrative support to the President & CEO and also provide administrative support to the Vice-President, Corporate Services & CFO. The successful candidate will provide a broad scope of professional and confidential executive support. This individual must be able to exercise discretion, good judgment and initiative. This person must be resourceful and highly organized, work autonomously, and have the capacity to prioritize with little supervision. The duties and responsibilities listed below are representative, but not limited to the following:

- Ensures the management of the President's daily agenda; screens all requests for meetings; and ensures follow up on all matters;
- Screens requests (in-person, by telephone or electronically) to determine the nature and urgency of queries and, in the absence of the President, determines who requests should be referred to; where delegated, responds to external queries in a manner that is sensitive to the nature of the matter; responds, researches and provides the information requested in a timely manner;
- Manages President's correspondence; analyzes all incoming documents (hard copy and electronic) to determine the subject matter; researches and consults with VPs, Directors and their assistants to obtain input; coordinates the preparation of responses; edits drafts prepared by others to ensure accuracy and in cases of multiple responses, obtains the necessary information and prepares a response for the signature of the President;
- Prepares, edits and/or formats correspondence and compiles reports for the President, with attention to detail, and protects confidential and sensitive information (i.e. Code of Business Conduct);
- Coordinates President's meetings that involve senior executives of internal and external clients; co-ordinates and oversees all administrative activities (i.e. agenda, documents, handouts, participant list, etc.) to ensure that all logistical arrangements have been made in accordance with general directions;
- Provides support for the Executive Management Group meetings, Management Group teleconferences, MGMs, Strategic Planning Sessions (i.e. travel arrangements and accommodations, meetings rooms, catering, presentations and computer needs, etc.);
- Coordinates travel arrangements for the President and plans, organizes and confirms travel arrangements involving multiple itineraries and changing priorities; plans and determines the most efficient way to travel to different locations in order to meet tight schedules;
- Greets visitors, ascertains the nature of their business and escorts visitors for the President;
- Prepares travel and expense claims for the President;
- Prepares the President's quarterly expense reports for the Chairperson's approval;
- Prepares Time Entry and Time Reporting for the President's approval;
- Assists with the posting of confidential documents on DCC Intranet for the Executive Directory and Senior Management;
- Provides basic administrative support to the VP Corporate Services & CFO.
- Provides administrative support to the Manager, Corporate Administrative Services, as required;
- Maintains a document management system for the President;
- Coordinates translation request for the President; and
- Coordinates reservations and up-keep of the Executive Board Room, the LCD Projectors, the conference telephones, laptops, the storage room as well as the Constitution Square meeting rooms
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EDUCATION

- Minimum of a two-year community college program in Administration, or equivalent and approximately four years of administrative experience;

KNOWLEDGE AND ABILITY

- Requires strong written and verbal communication, administrative, and organizational skills, and ability to maintain a realistic balance among multiple organizational priorities;
- Must be able to work under pressure and handle confidential matters with discretion;
- Advanced knowledge of standard software/computer applications and the ability to manipulate and analyze data from multi-sources;
- Ability to prioritize and manage multiple tasks concurrently;
- Attention to detail, ability to catch and correct errors and omissions in various documents; and
- Requires ability to exercise good judgment in a variety of situation.

To apply, please visit our website at <http://www.dcc-cdc.gc.ca>. The deadline to apply is January 22, 2010.