**Executive Assistant**

Reporting to the Executive Director and Founder, the Executive Assistant will provide high-level executive administrative support in sales-related activities to support funding in meeting business plan objectives; preparing and organizing material for meetings and ensure proper follow-up. He/she will coordinate all administrative activities of the Executive Office for the smooth running of activities involving the Executive Director and Founder.

He/she will act as liaison with the members of the management team (notices, agendas, follow-ups). The incumbent should be proactive and skilled in performing multiple tasks independently. He/She will demonstrate a sense of organization and attention to detail. The incumbent must have excellent communication skills in both French and English as well as strong interpersonal skills.

**Roles/Tasks & Responsibilities:**

▪Arrange and coordinate meetings and events, including preparing documents and arranging for meeting rooms and equipment

▪Manage and maintain executive schedules, appointments and travel arrangements.

▪Record and transcribe minutes of meetings/conference calls.

▪Follow-up on deliverables and timelines with staff members.

▪Monitor, respond to and distribute incoming communications.

▪Answer and manage incoming calls/first point of contact for executives.

▪Receive and interact with incoming visitors.

▪Prepare and edit correspondence, communications, presentations and other sensitive documents (daily, weekly, monthly, quarterly, and yearly).

▪Assist with special projects and assignments maintaining a high degree of confidentiality.

▪Coordinate deadlines and workflow management for repeating tasks.

▪Compile executive summary of relevant topics.

▪Prepare/verify executive presentations.

▪Liaise with various management and support function

▪Build recurring and ad hoc reports and perform basic analytics supporting sales strategies

▪Perform other duties as required

**Job Qualifications**

▪Min 5 years of relevant work experience as administrative assistant, 2 years reporting to an executive

▪Proven skills in office management systems, practices and procedures

▪Fluently bilingual (French and English written and spoken)

Excellent command of the MS Office Suite (Word, Powerpoint, Excel, Publisher, Photoshop, etc.). as well as social media

**Key Competencies**

▪Autonomous with sound judgement

▪Ability to adapt to a fast pace and dynamic environment

▪Organizational and planning skills

▪Strong communication and interpersonal skills

▪Proven work ethic and integrity

▪Dependable and highly professional

▪Analysis and problem solving skills

▪Business acumen

▪Capable of exercising a high degree of confidentiality

▪Attention to detail and accuracy

▪Flexibility

Yaldei is an equal opportunity employer. Accordingly, we will make reasonable accommodations to respond to the needs of people with disabilities. Individuals who view themselves as Aboriginals, members of visible minorities, and disabled are encouraged to apply in confidence.

Please send your resume to : [hr@yaldei.org](mailto:hr@yaldei.org)