

Executive Assistant to the CEO

The Executive Assistant (EA) will provide executive support to the CEO of this Winnipeg-based non-profit organization. The EA will liaise with the leadership team, stakeholders, government contacts, and Board of Directors. This organization operates at a fast pace and requires a forward-thinking and highly organized EA with the ability to prioritize and anticipate the needs of the CEO. The successful incumbent will be intelligent, organized, professional, and take initiative to use sound judgment and work with minimal supervision.

Key Responsibilities

- Primary liaison for the CEO's office, ensuring executive priorities are effectively managed through careful scheduling and diligent follow-through.
- Apply discretion and sound judgment when handling sensitive issues, determine appropriate escalation, and represent the CEO when necessary and within established boundaries.
- Effectively manage complex scheduling, meeting coordination, and communications.
- Draft, review, and coordinate confidential correspondence, briefing documents, presentations, contracts, and executive materials.
- Oversee all logistical and administrative tasks for Board of Directors and Committee meetings, including scheduling, preparing agendas, distributing materials and recording minutes.
- Ensure governance compliance and reporting requirements as directed.
- Assist with organizational planning by preparing and submitting business plans, budgets, and related reports.
- Create, document, and streamline administrative processes and controls to ensure consistency and efficiency.
- Anticipate and support CEO work requirements in a timely manner.

Key Selection Criteria

- Degree or Diploma in Business, Administration or related discipline, or equivalent combination of education, training and experience.
- 10+ years' experience in executive-level office administration, including office procedures, human resources principles, report generation, and financial/accounting operations.
- Demonstrated experience providing high-level administrative support, preferably to senior executives and Boards.
- Highly organized and skilled at managing multiple priorities.
- Focus on accuracy and an eye for detail, including document editing and formatting.
- Strong understanding and application of effective business principles and technologies, including advanced skills utilizing Microsoft Office Suite.
- Experience managing sensitive and confidential information with discretion.
- Superior communication and interpersonal skills.
- Commitment to equity, diversity, inclusion and Indigenous reconciliation, and of collaborating with individuals from diverse backgrounds.
- Track record of contributing to the cultivation and maintenance of a positive and inclusive work environment.

To apply, send a resume and one-page cover letter explaining how you meet the criteria to alora@harrisleadership.com quoting project #26109 in the subject line.