



**Competition:** 19-01 Executive Assistant, SFPP Corporation

**Position Type:** Full-time, Permanent (Excluded)

**Classification:** Pay Group III

**Salary Range:** \$56,700.00 – \$81,016.00

**Closing Date:** Open until suitable candidate is found

SFPP Corporation is a new corporation with a team of six (6) employees. The Executive Assistant will play a crucial role in supporting the development and growth of the organization. Reporting directly to the Executive Director, the Executive Assistant (EA) will provide confidential administrative assistance to the Executive Director, ensuring effective and efficient workflow between the Executive Office and internal and external clients.

Specifically, the Executive Assistant:

- Serves as first point of contact for the Executive Director relating to day-to-day activities, often responding on their behalf
- Maintains and holds sole access to the Executive Director's personal schedule while addressing conflicting priorities
- Manages confidential information of the Corporation including policy development, priority setting for the organizational staff, and implementing and maintaining office standards and procedures
- Independently researches and provides background material, from a variety of sources, to Corporation leadership in advance of meetings
- Identifies administrative issues with potential impacts to the operation of the Executive Office; recommends and implements solutions and courses of action to deal with issues
- Co-ordinates team and other corporate meetings by arranging boardrooms, preparing agendas and support materials, and preparing and distributing minutes
- Manages incoming and outgoing correspondence
- Expense, budgeting and contract support
- Communicates with staff on the Executive Director's behalf and coordinates logistics of meetings both internally and externally

**Qualifications:**

- University Degree and two to four years of directly related experience; or
- Diploma with five to seven years of directly related experience; or
- Certificate and seven to ten years of directly related experience; or
- Ten or more years of experience.

PLUS:

- Full working knowledge of corporate office policies and procedures;
- Working knowledge of Microsoft Office Products; and
- Knowledge of pension legislation and policies is an asset.

**Skills and Abilities:**

- Strong business acumen and analysis skills

- Superior verbal and written communication skills
- Excellent interpersonal skills, and is able to communicate with all levels of staff, including senior management
- Excellent organizational, and time management skills
- Demonstrates tact and discretion in preparing, disclosing and handling confidential, controversial and sensitive information
- Able to handle multiple tasks simultaneously and meet time-sensitive deadlines in an environment with changing priorities
- Able to analyze complex situations and make appropriate decisions with little or no supervision
- Possesses well-rounded administrative skills
- Demonstrates adaptability, and flexibility under pressure, and maintains a high level of performance

SFPP Corporation offers comprehensive and flexible [benefit packages](#).

### **How to Apply:**

If you are interested in this position, please submit your resume to [recruitment@sfpp.ca](mailto:recruitment@sfpp.ca). Each submission needs to clearly indicate the **competition number** of the position you are applying for.

**Please Note:** If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies at the same or lower classification.

*Thank you for your interest in SFPP Corporation. Only those candidates selected for interviews will be contacted.*