



Position: Executive Assistant (14-month Contract)

This exciting role will appeal to a self-motivated, highly organized, and detail-oriented individual who thrives in a flexible and fast-paced environment. You'll get extensive hands-on mentorship, exposure to leading clients, and access to cutting-edge leadership work.

Features of the Position:

- The Executive Assistant will report to the President and Founder of a Toronto-based global talent management and inclusion consulting firm
- Exposure to a broad range of business areas, including: talent management; leadership development; inclusion and the advancement of women; entrepreneurship; coaching; and personal wellness
- Interact with clients from a range of sectors, including: corporations; professional services firms; law firms; global banks; universities; non-profits; and government
- Work in-person (downtown Toronto)
- Employee hours – full-time during regular work hours (up to 44 hours per week)
- Compensation – Competitive with market (salary + possibility of performance bonus)
- Technology – You will need a smartphone (phone allowance provided)

Responsibilities to Include:

1. Scheduling and Administrative Work

- Managing and owning all administrative tasks, including:
 - Providing high-level support to the President – anticipating her needs whenever possible
 - Coordinating all calls/meetings/engagements, including:
 - Maintaining the accuracy of the President's calendar at all times
 - Sending meeting reminders
 - Meeting prep (obtaining necessary documents, compiling and circulating agendas)
 - Travel planning, including: confirming bookings, creating travel package, etc.

2. Operations and Logistics

- Maintaining Salesforce database and keeping client records up to date
- Maintaining updated recordkeeping for upcoming sessions, materials received, etc.
- Managing engagement/meeting logistics: sending tech requirements, handouts, confirming location and on-site point person, etc.
- Managing travel expenses process, including invoicing
- Systematizing processes to ensure efficiency
- Participating in team strategy meetings



- Managing logistics related to assessment administration:
 - Scheduling 1:1 assessment debriefs with the President or other bci associates
 - Send meeting reminders with documentation a minimum of 2 business days before the meeting
 - Send post-meeting follow-up emails

3. Client Communications

- Providing high level client support, including in the following areas:
 - Scheduling client emails and calls
 - Work closely with clients to manage all session logistics
 - Managing client inquiries
- Attending client meetings and sessions, as required
- Email/voicemail management – ensure 24 hour maximum turnaround time for responding to inquiries

4. Office Administration

- Facilities management:
 - Ensuring all payments are made on time
 - Maintaining accurate records of all payments
 - Ordering/stocking office supplies
 - Managing mail and post office drop-offs/pick-ups
- Office Logistics – managing office move/set-up
- Gift buying (cards, flowers, notes)
- Greeting visitors to the office

5. Personal Administrative Work

- Scheduling and confirming personal appointments
- Other personal tasks as assigned

Other tasks and duties as assigned

Experience Required:

- Must have exceptional written and verbal communication skills
- 2-3 years of experience supporting a dynamic high-level executive
- 1-2 years of experience in a client service role
- Post-secondary education and work experience



Skills and Qualifications Required:

- Advanced skills in Microsoft Word, PowerPoint, Excel, and Outlook
- Proficiency with database management, experience in Salesforce an asset
- Excellent analytical and problem-solving skills
- Strong project management skills – excellent ability to juggle and prioritize multiple tasks from a number of stakeholders
- Flexible to change, new challenges and demands in a fast-paced environment
- Great attitude, creativity, team skills, self-motivation, and organization skills
- Ability to maintain confidentiality

To Apply:

- Please send your cover letter & resume to: bcixecutiveassistantrole@gmail.com