



Executive Assistant to the CEO (TORONTO)

Location: Toronto

Type: Full-Time

Reports To: Chief Executive Officer

The Executive Assistant will provide high-level administrative support to the CEO and other senior executive members. Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual will have the ability to exercise good judgment with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

ROLE OBJECTIVE:

- Provide and lead support to both internal and external parties with a high level of professionalism and in a manner that reflects positively on the organization.

KEY RESPONSIBILITIES:

- Manage sensitive matters with a high level of confidentiality and discretion
- Organize complex calendars and schedules; resolving any scheduling issues
- Email clean up and prioritization and management of Executive's contacts
- Arrange travel and accommodation for executives
- Prepare expense reports
- Draft and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with
- Respond to emails/texts/phone calls, with contact outside normal business hours
- Use discretion, confidentiality, and good judgment to handle C-Level matters
- Conserve the Executive's time by reading, researching, collecting and analyzing information as needed
- Complete adhoc projects as assigned – such as event planning and/or personal aspects of executives schedule to help them focus on the business



PREFERRED ATTRIBUTES:

- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Excellent communication and time management skills; proven ability to meet deadlines
- Commitment to excellence - perform duties at the highest level possible on a consistent basis
- Demonstrated ability and temperament to work with sensitive information
- Excellent communicator - able to interact with people of all levels in a confident, professional manner
- Team player - have team-oriented experience and approach
- Service focus - dedicated to meeting the expectations of the CEO and other senior executives
- Ability to be responsive outside of regular hours
- Bilingual (French/English) preferred/an asset

HOW TO APPLY:

Please submit your resume and cover letter to info@osiskogr.com by March 31st, 2025 and include "EA to the CEO" in the email subject line.